



THE CITY OF  
**HALF MOON BAY**  
CALIFORNIA

Science Tuesday

Make a Prediction or a Hypothesis  
I can predict \_\_\_ bec  
Based on \_\_, I pr  
Synthesize that

Basic Map Directions

1. Sketch in mountains. Color code green.
2. Sketch in rivers. Color code blue.
3. Sketch in cities. Color code yellow.
4. Sketch in roads. Color code red.

Periodic Table

Atomic Number: The number of protons in the nucleus. It also determines the number of electrons.

Mass: The amount of matter in an object.

Solution: A mixture of 2 or more types of matter. The matter does not change. The atoms can't be easily separated. The matter does not change.

Molecules are made of 2 or more atoms. Molecules can be made of the same element or different elements.



**FISCAL YEAR 2022-23**  
**ADOPTED OPERATING BUDGET**



# City of Half Moon Bay

501 Main Street

Half Moon Bay, CA 94019

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<http://www.hmbcity.com>

## City Council

Debbie Ruddock, Mayor

Deborah Penrose, Vice Mayor

Robert Brownstone, Councilmember

Joaquin Jimenez, Councilmember

Harvey Rarback, Councilmember

## City Manager

Robert Nisbet

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Julissa Acosta, Management Analyst

## Cover and Budget Photographs

2021-22 Awardees of the Community Services Financial Assistance (CSFA) grant program



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Half Moon Bay  
California**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morrill*

**Executive Director**



**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Finance Department  
City of Half Moon Bay, California**



*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards*

Executive Director

*Christopher P. Morill*

Date: **December 27, 2021**



# Government Finance Officers Association Statement

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Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Half Moon Bay, California, for its Annual

Budget for the fiscal year beginning July 01, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# *California Society of Municipal Finance Officers*

*Certificate of Award*

## ***Operating Budget Excellence Award Fiscal Year 2021-2022***

*Presented to the*

***City of Half Moon Bay***

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

***February 28, 2022***



*Marcus Pimentel*

***Marcus Pimentel  
CSMFO President***

*Michael Manno*

***Michael Manno, Chair  
Recognition Committee***

***Dedicated Excellence in Municipal Financial Reporting***



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# Senior Coastsiders



Senior Coastsiders provides several services to coastsiders seniors, including care management, classes & activities, fresh meals, home repair, transportation, and a variety of other resources.

For FY 2021-22, Coastsiders Hope received a \$25,000 CSFA grant from the City to assist with community COVID-19 relief and recovery services.



# Image Contributions

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In FY 2018-19, the City piloted the Community Services Financial Assistance (CSFA) grant program and distributed \$129,750 to 15 local non-profit organizations. The purpose of the program was to support important services and programs in the community.

In FY 2019-20, based on the successes of the pilot program, the City provided another round of grants and distributed \$150,000 to 15 organizations. Many of these organizations achieved their program goals by the end of the fiscal year, while others sought City approval to redirect funding towards COVID-19 relief and recovery.

During FY 2020-21, the City distributed \$200,000 to 7 nonprofit organizations. With the impacts of the COVID-19 pandemic felt early on, the City Council made the decision to alter the program to focus on COVID-19 response and relief.

For FY 2021-22, the City took a hybrid approach to funding by providing \$200,000 to the same 7 organizations that received funding during the previous fiscal year for COVID-19 relief and recovery services, as well as an additional \$50,000 to 10 other organizations for general community serving projects and programs.

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## Awardees:

Ayudando Lantinos A Sonar (ALAS)

El Centro de Libertad

Coastside Hope

Sea Hugger

Abundant Grace Coastside Worker

St. Vincent de Paul of San Mateo County

Senior Coastside

The HEAL Project

Boys & Girls Club of the Coastside

Cabrillo Unified School District

Sonrisas Dental Health Clinic

Hope Services

Coastside Adult Day Health Center

Coastside CERT

Cabrillo Education Foundation

Purple Heart Anglers Inc.

Coastal Arts League



# Sonrisas Dental Health Inc.

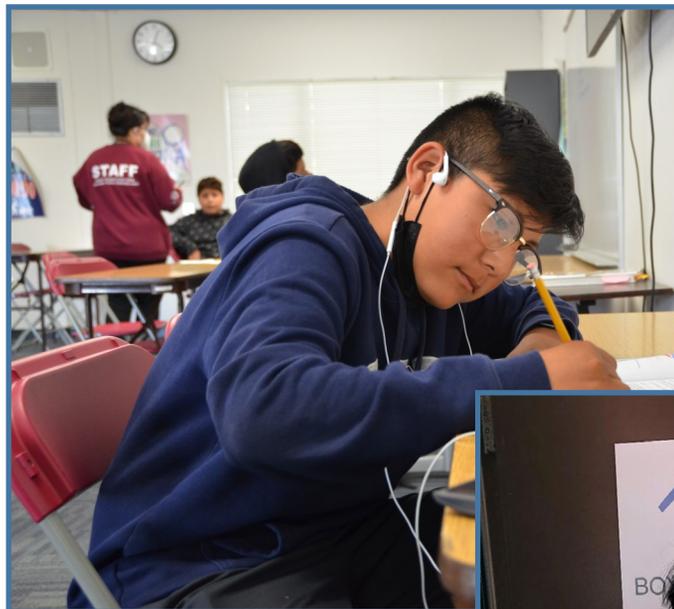


**Sonrisas Dental Health Inc. provides affordable dental care and education to low-income residents of Half Moon Bay.**

**For FY 2021-22, Sonrisas Dental Health Inc. received a \$20,000 CSFA grant from the City to assist with community COVID-19 relief and recovery services by helping to fund access to low-cost dental care and adequate Personal Protective Equipment (PPE) to do so safely.**



# Executive Summary



Boys and Girls Clubs of America

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## **Boys and Girls Clubs of America**

The Boys and Girls Clubs of America (BGCC) provide a variety of youth oriented programming, including sports, summer camps, lunch programs at Cunha Intermediate School, and after school homework help programs.

For FY 2021-22, BGCC received a \$30,000 CSFA grant from the City to assist with community COVID-19 relief and recovery services by helping to fund their after school academic support program.

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# Executive Summary

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June 21, 2022

Honorable Mayor, City Councilmembers and Community Members,

On behalf of City staff, it is my privilege to present to the City Council and the community the Recommended Operating Budget for Fiscal Year (FY) 2022-23. The Recommended Budget is a balanced budget that is a statement of the City's current financial position, a tool that projects future revenue and expenditures, and a work plan for communicating, implementing, and monitoring City operations, capital expenditures and Council priorities.

## **PRIOR YEAR ACCOMPLISHMENTS**

During FY 2021-22, the City met the challenges of the year and instituted various programs to respond to the continuing Pandemic and economic crisis. Additionally, staff addressed other Council priorities and completed many projects that are aligned with the Council's four Strategic Elements: 1) Infrastructure and Environment, 2) Healthy Communities and Public Safety, 3) Fiscal Sustainability, and 4) Inclusive Governance. Some of these accomplishments are summarized below:

- Conducted a public safety community survey that provided valuable information about what issues are important to the community and how community members generally feel about public safety and the County Sheriff's Office. Among other interesting findings, 77% of people feel that the San Mateo County Sheriff's Deputies will protect their families, and 71% of people feel safe in commercial areas after dark.
- Received a proposal from Mercy Housing and ALAS to develop 40 very affordable housing units at property owned by the City at 555 Kelly Avenue.
- Completed the Accessory Dwelling Unit Ordinance and the Short-Term Rental Ordinance.
- Negotiated a five-year Memorandum Of Understanding with City's labor groups that establishes employee compensation, benefits, and work conditions.
- Developed a Covid Response Plan and Vaccine Mandate under OSHA guidelines, to assist with City protocols which ensures staff safety.

- Installed High-Speed internet connectivity to the City Corporation Yard facility and initiated a construction project that will completely modernize and upgrade the Corporation Yard facilities.
- Completed construction of the Ocean Colony Pump station (\$2.5 million)
- Completed the Highway 1 South Gateway Project (\$4.4 million)
- Adopted an Electrification Ordinance which requires all-electric new construction and the phasing out of natural gas use in buildings by 2045.
- Launched the Crisis Assistance Response & Evaluation Services (CARES) program that is an alternative response approach to individuals experiencing a mental health crisis.
- Adopted the Coastside Recovery Initiative final report: “Building a more Equitable, Vibrant, and Resilient Coastside Economy.”
- Began construction of the Carter Park Amphitheater Project (\$6.4 million projected)
- Completed acquisition of 9 properties west of Railroad Avenue as a part of the City’s Lot Retirement Program.
- Completed the 2021 Redistricting Process and adopted District Map 503B, including creation and management of a seven-member advisory committee, numerous public workshops, multiple public outreach campaigns and materials, and management of the demographer consultant contract.

## **COUNCIL PRIORITIES**

In preparation for the upcoming budget, the City Council hosted online community listening sessions, which allowed the Council to hear directly from members of the community to gain additional insight into the community’s priorities for budget allocation of resources over the next year and beyond.

The listening sessions culminated in a priority setting workshop on March 22, 2022. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing

2. Public Health, Safety and Emergency Preparation
3. Community and Climate Resilience and Sustainability
4. Economic Recovery and Development
5. Transportation, Circulation and Mobility

On May 3, 2022, staff presented Council a multi-year work plan that includes 21 separate programs, projects, and/or tasks under these five priorities. The Recommended Budget includes numerous funding allocations that will support implementation of these 21 tasks.

## BUDGET AT A GLANCE

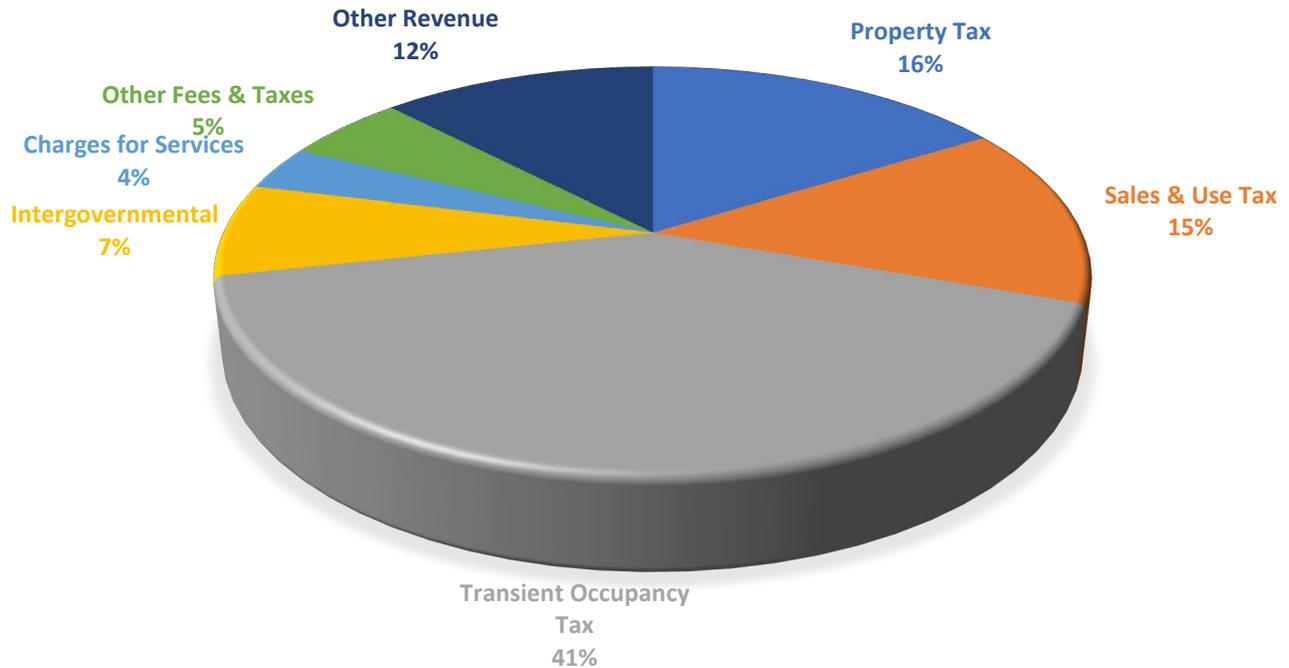
The City's total estimated revenue (all funds) for FY 2022-23 is \$43.5 million. This amount represents a 5.7% increase from FY 2021-22. This is primarily due to increased general fund revenues and more specifically, Transient Occupancy Tax (TOT) and American Rescue Plan Act (ARPA) funding. General Fund revenues are approximately 48.8% percent of total revenues, and the primary three sources of General Fund revenues are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), as seen on the pie chart below.

As economic activity continues its return to the coast, these primary three sources are expected to increase by 13% from FY 2021-22. The total increase of general fund revenues from the year prior is 8.9%. These projections are based on staff analysis of local conditions and reflect information received from several sources, including the City's Sales and Transient Occupancy Tax consultants.

Revenues and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	16,827,803	16,601,802	19,556,584	21,297,021
Enterprise Funds	6,928,511	5,872,894	6,889,582	8,247,322
Special Revenue and Capital Projects	7,183,991	13,802,035	12,323,024	11,584,719
Internal Service Funds	2,227,754	2,130,922	2,432,813	2,440,406
Debt Service	143,939	337	-	-
<b>Grand Totals</b>	<b>33,311,998</b>	<b>38,407,989</b>	<b>41,202,003</b>	<b>43,569,468</b>



## GENERAL FUND REVENUES

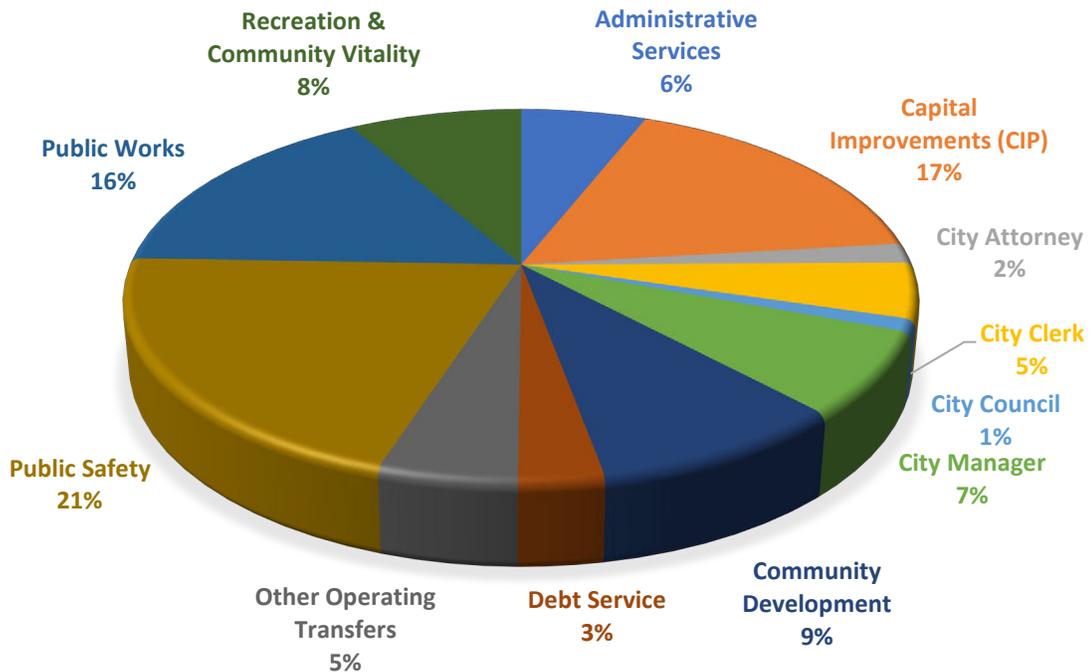


The City's total proposed budget expenditures for FY 2022-23 are \$54.3 million, 43% of which are from the General Fund. Total expenditures are 4.3% more than FY 2021-22. This increase is primarily due to increased spending in the general fund with the use of ARPA funds. Capital improvements are approximately 30% of total expenditures, or \$16.2 million. Of the General Fund expenditures, the largest departmental budget is for public safety as shown in the pie chart on the following page.

Expenditures and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	17,149,915	16,096,447	21,445,811	23,465,844
Enterprise Funds	6,346,283	7,051,945	11,439,045	11,061,171
Special Revenue and Capital Projects	7,669,179	10,053,726	16,508,883	17,111,638
Internal Service Funds	1,784,972	1,807,936	2,704,141	2,698,806
Debt Service	11,783,851	30,000	-	-
<b>Grand Totals</b>	<b>44,734,200</b>	<b>35,040,054</b>	<b>52,097,880</b>	<b>54,337,459</b>



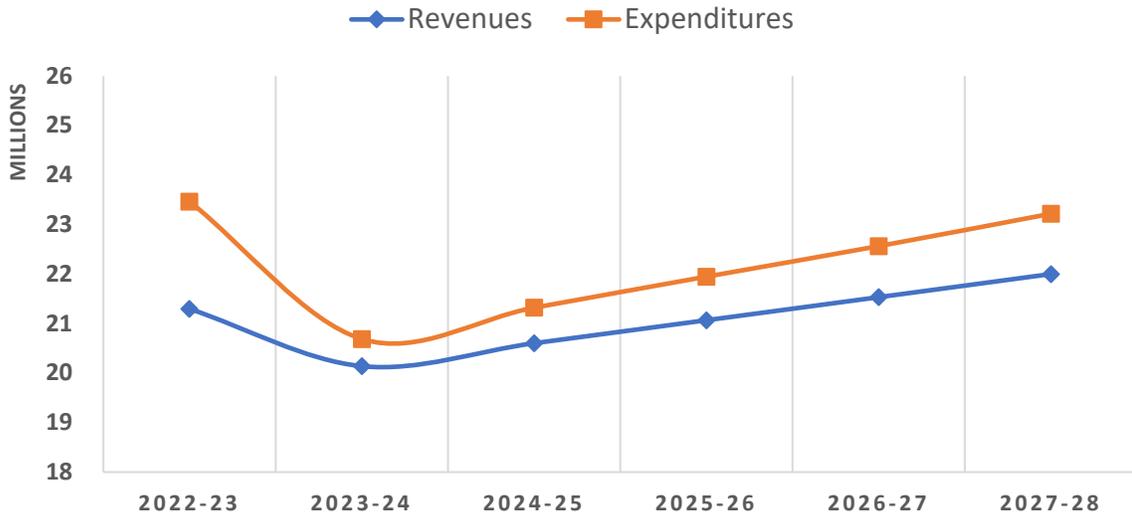
## GENERAL FUND EXPENDITURES BY DEPARTMENT



*Looking ahead.* Based on assumptions, known future costs, and historical information, staff prepared a five-year forecast for general fund revenues and expenditures. Forecasts are generally used to spot any significant fiscal issues in future years. The chart below shows revenues and expenditures during this five-year period.

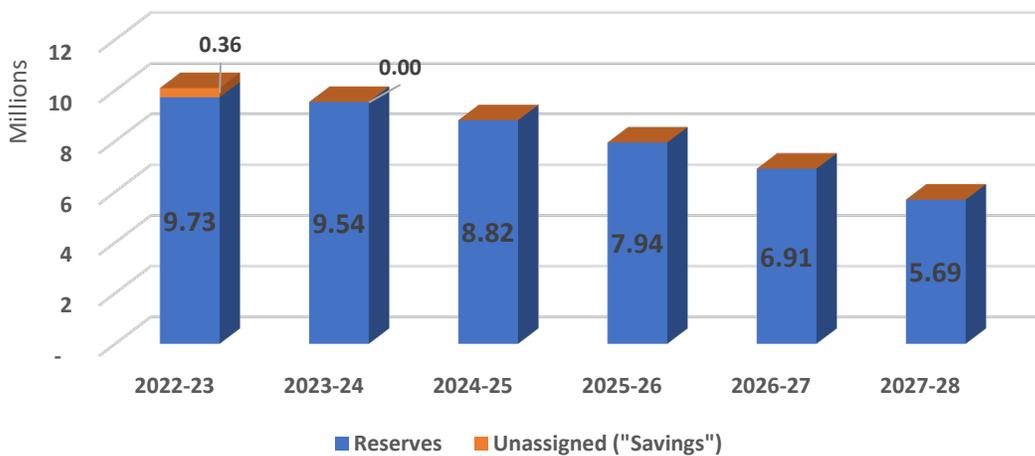


### FIVE-YEAR FORECAST: GENERAL FUND REVENUES AND EXPENDITURES



Based on the forecast, expenditures will potentially exceed revenues in future years. If so, these deficits by default would have to be mitigated by either unassigned fund balances, using reserves, and/or making cuts to expenditures. The chart below details those balances during the same five-year period.

### FIVE-YEAR FORECAST: GENERAL FUND - FUND BALANCE



## **BUDGETARY HIGHLIGHTS/SIGNIFICANT CHANGES**

- This year to enhance the budget and make it more useful for both the public and city staff, we added Performance Measures which will provide quantifiable measurements of departments/divisions past and estimated future activities with an eye towards self-accountability. These Measures are found at the end of each department's narrative.
- Transient Occupancy Tax (TOT) will increase from 14% to 15% effective July 1, 2022, and this increase has been reflected in the revenue projections.
- The Community Services Non-Profit Grant Program was renewed, and considering ongoing COVID-19 recovery needs, the funding level is recommended to be increased from \$250,000 to \$300,000.
- The Sheriff's contract has increased by \$361,553 (10.86%) for FY 2022-23. This increase reflects a cost-of-living increase plus a final installment towards the "service gap" caused by public safety personnel from the unincorporated areas servicing the City. At the end of FY 2022-23, there will be no "service gap" and the City will be able to increase or modify Sheriff staffing levels if that is desired. The contract has also been amended to add a new Sheriff service focus on traffic control during the summer, the CARES mental health response program, and community policing/events.
- The Reserve Policy establishes an Operating Reserve at 30% of annual General Fund expenditures, and a Reserve for Economic Uncertainty at 20% of annual General Fund Expenditures. With the approval of this budget, these reserves will be fully funded at 50% of General Fund operating expenditures. The two reserves are estimated to be \$9.7 million, which is a \$726,000 increase over the previous year.
- \$4 million from the General Fund has been allocated to capital improvements. This is a \$2.4 million increase over the amount allocated when the FY 2021-22 Budget was adopted.
- The CARES program was launched this year with a \$75,000 appropriation from the City and a matching \$75,000 from the County. This budget includes a recommended appropriation of \$403,000 to continue and expand the program. This appropriation includes a \$180,000 State grant and a \$25,000 grant from the Kaiser Foundation.

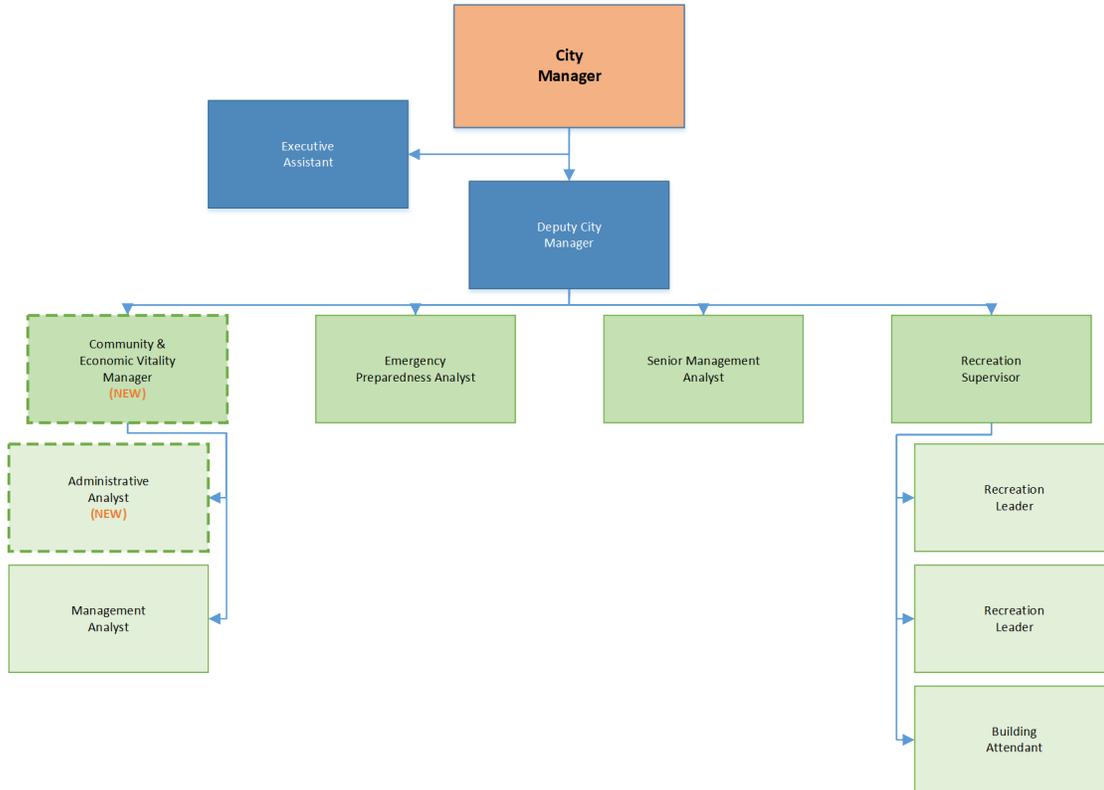
- In response to the financial impacts of COVID-19 the following five positions were laid off in April 2020:
  - Human Resources Management Analyst
  - Executive Assistant to the City Manager
  - Recreation Leader
  - Accounting Technician
  - Maintenance Worker I

When the FY 2021-22 Budget was adopted in June 2021, the Recreation Leader and the Accounting Technician were reinstated and filled, and on March 1, 2022, during the Mid-Year Budget presentation, the Human Resources Management Analyst, the Executive Assistant to the City Manager, and the Maintenance Worker I were also reinstated and have been filled. Additionally, a new position called “Housing Coordinator” was created, approved, and has been filled.

This budget recommends establishing two new positions that is part of a modest reorganization of the City Manager’s Office. The two positions are Economic and Community Vitality Manager (new job classification) and an Administrative Analyst (existing job classification, but not currently being used), which, along with an existing Management Analyst, will staff a new division named Economic and Community Vitality.

The new Economic and Community Vitality division will respond to many of the challenges and inequities exposed by the COVID 19 pandemic by supporting innovation and job creation, expanding higher education and vocational programs, revitalizing commercial and community spaces, helping small businesses and nonprofits thrive, and using the region’s abundance of natural assets (including our agricultural lands) to drive economic growth. The division will also lead the City’s efforts to engage with the community, through programs and initiatives that provide support and information, create connections, promote equity, and enrich lives.

Revised organization chart for the City Manager’s office is below:



- The Coastside Recovery Initiative *first phase* was completed in March 2022 with adoption of the final report found here: [Coastside Recovery Initiative](#). Implementation of the plan has started and will continue in FY 2022-23. \$205,000 has been included in the new Economic and Community Vitality division budget for supporting this effort, as well as a CIP allocation of \$250,000 to prepare a conceptual design plan for re-building the four Downtown blocks of Main Street. The County has additionally allocated \$2.5 million for an Economic Advancement Center to be located in Half Moon Bay and this effort aligns with one of the 15 recommendations contained in the final report.
- \$180,000 has been allocated for cleaning up homeless encampments along Pilarcitos Creek.

## CAPITAL IMPROVEMENT PROGRAM

The Five-Year Capital Improvement Program (CIP) has been updated along with preparation of the operating budget. The CIP document, which is presented separately, is an important element of the City’s budget as it guides the City’s infrastructure and facilities work. The development of the CIP

has also utilized an iterative process. The City Council has seen this plan several times and has offered input and feedback at each stage, consistently providing guidance with an emphasis on investing in the community through capital improvements.

## **CONCLUSION**

The FY 2022-23 Recommended Budget is a balanced budget that reflects the priorities of the City Council and needs of the community.

For more detailed information than what is stated here, the reader is encouraged to start with the Budget Overview. Departmental budgets follow and are clearly tabbed for ease of finding specific costs and services for each department.

I am pleased to report that the City's FY 2021-22 Budget received the Excellence Award from the Government Finance Officers Association. This award is presented to cities whose budget documents meet program criteria as a policy document, operational guide, financial plan, and communication device. We believe the FY 2022-23 budget will continue to meet the criteria for this award.

Development of the budget must be completed in a very compressed timeline and is a substantial amount of work for the entire organization. I want to acknowledge Council's leadership, the department directors and their staff, but especially thank the dedicated budget team who completed this document.

My sincerest appreciation is extended to the folks of the Administrative Services Department and Budget Team (Lisa, Kenneth, Bryan, Julissa, Raymond, Carol, Victor and Corie)!

Respectfully submitted,



**Bob Nisbet**  
City Manager

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Junio 21, 2022

Honorable alcaldesa, Concejo Municipal y Miembros de la Comunidad,

En nombre del personal de la Ciudad, tengo el privilegio de presentar al Concejo Municipal y a la comunidad el Presupuesto Operativo Recomendado para el Año Fiscal 2022-23. El Presupuesto Recomendado es un presupuesto equilibrado que es una declaración de la posición financiera actual de la Ciudad, una herramienta que proyecta los ingresos y gastos futuros, y un plan de trabajo para comunicar, implementar y monitorear las operaciones de la Ciudad, los gastos de capital y las prioridades del Concejo.

## **LOGROS DEL AÑO ANTERIOR**

Durante el año fiscal 2021-22, la Ciudad cumplió con los desafíos del año e instituyó varios programas para responder a la continua pandemia y la crisis económica. Además, el personal abordó otras prioridades del Consejo y completó muchos proyectos que están alineados con los cuatro elementos estratégicos del Consejo: 1) Infraestructura y medio ambiente, 2) Comunidades saludables y seguridad pública, 3) Sostenibilidad fiscal y 4) Gobierno inclusivo. Algunos de estos logros se resumen a continuación:

- Se realizó una encuesta comunitaria de seguridad pública que proporcionó información valiosa sobre qué temas son importantes para la comunidad y cómo los miembros de la comunidad generalmente se sienten acerca de la seguridad pública y la Oficina del Sheriff del Condado. Entre otros hallazgos interesantes, el 77% de las personas sienten que los Agentes del Sheriff del Condado de San Mateo protegerán a sus familias, y el 71% de las personas se sienten seguras en áreas comerciales después del anochecer.
- Se recibió una propuesta de Mercy Housing y ALAS para desarrollar 40 unidades de vivienda muy asequibles en una propiedad propiedad de la Ciudad en 555 Kelly Avenue.
- Se completó la Ordenanza de Unidad de Vivienda Accesorio y la Ordenanza de Alquiler a Corto Plazo.
- Se negoció un proyecto de cinco años con los grupos laborales de la Ciudad que establece la compensación, los beneficios y las condiciones de trabajo de los empleados.

- Se desarrolló un Plan de Respuesta Covid y un Mandato de Vacuna bajo las pautas de OSHA, para ayudar con los protocolos de la Ciudad que garantizan la seguridad del personal.
- Se instaló conectividad a Internet de alta velocidad en las instalaciones del Espacio Corporativo de la Ciudad e inició un proyecto de construcción que modernizará por completo y mejorará las instalaciones de este mismo.
- Se completó la construcción de la estación de bombeo Ocean Colony (\$ 2.5 millones)
- Se completó el Proyecto la Entrada Sur de la carretera 1 (\$4.4 millones)
- Se adoptó una Ordenanza de Electrificación que requiere nuevas construcciones totalmente eléctricas y la eliminación gradual del uso de gas natural en los edificios para 2045.
- Se lanzó el programa de Servicios de Respuesta y Evaluación de Asistencia en Crisis (CARES) que es un enfoque de respuesta alternativo para las personas que experimentan una crisis de salud mental.
- Se adoptó el informe final de la Iniciativa de Recuperación costera: "Construyendo una economía costera más equitativa, vibrante y resiliente".
- Se comenzó la construcción del Proyecto del Anfiteatro Carter Park (\$ 6.4 millones proyectados)
- Se completó la adquisición de 9 propiedades en Railroad Avenue como parte del Programa de Jubilación de Lotes de la Ciudad.
- Se completó el Proceso de Redistribución de 2021 y adoptó el Mapa de Distrito 503B, incluida la creación y gestión de un comité asesor de siete miembros, numerosos talleres públicos, múltiples campañas y materiales de divulgación pública, y la gestión del contrato de consultor de demógrafo.

## **PRIORIDADES DEL CONSEJO**

En preparación para el próximo presupuesto, el Concejo Municipal organizó sesiones de escucha comunitaria en línea, lo que permitió al Consejo escuchar directamente a los miembros de la

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comunidad para obtener información adicional sobre las prioridades de la comunidad para la asignación presupuestaria de recursos durante el próximo año y más allá.

Las sesiones de escucha culminaron en un taller de establecimiento de prioridades el 22 de marzo de 2022. En este taller, el Ayuntamiento estableció las siguientes cinco grandes prioridades:

1. Vivienda asequible
2. Salud Pública, Seguridad y Preparación para Emergencias
3. Resiliencia y sostenibilidad comunitaria y climática
4. Recuperación económica y desarrollo
5. Transporte, Circulación y Movilidad

El 3 de mayo de 2022, el personal presentó al Consejo un plan de trabajo plurianual que incluye 21 programas, proyectos y/o tareas separadas bajo estas cinco prioridades. El presupuesto recomendado incluye numerosas asignaciones de fondos que apoyarán la implementación de estas 21 tareas.

## **PRESUPUESTO DE UN VISTAZO**

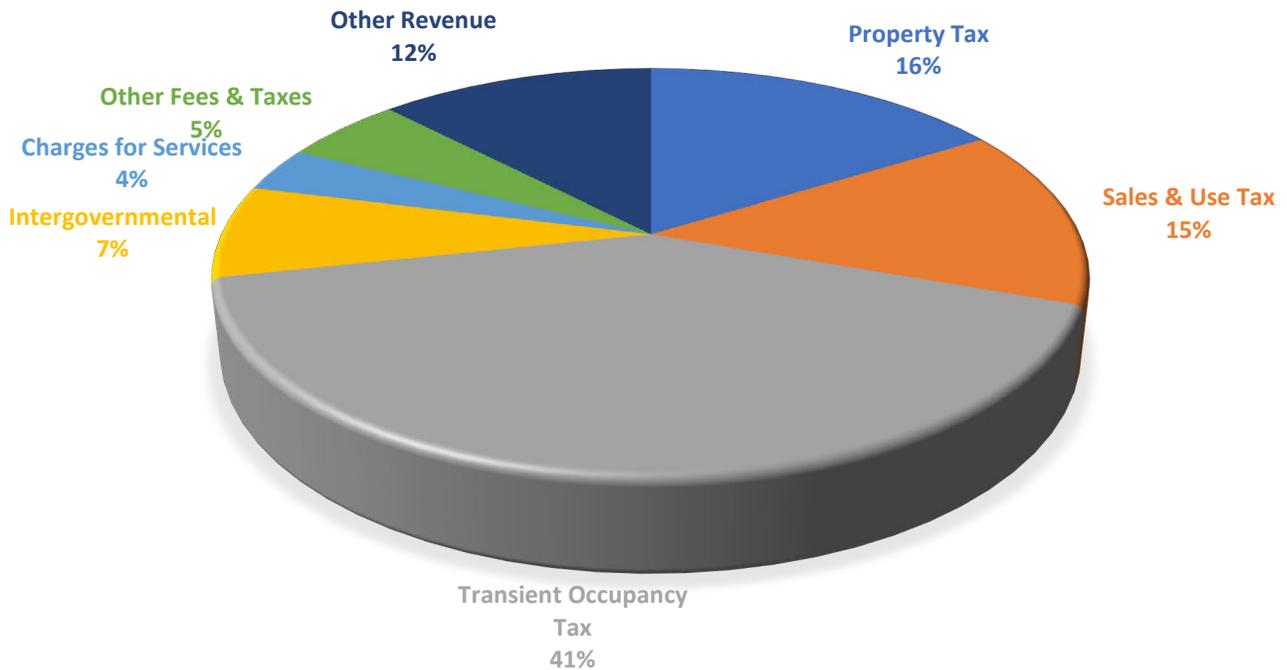
Los ingresos totales estimados de la Ciudad (todos los fondos) para el año fiscal 2022-23 son de \$43.5 millones. Esta cantidad representa un aumento del 5.7% con respecto al año fiscal 2021-22. Esto se debe principalmente al aumento de los ingresos de los fondos generales y, más específicamente, al impuesto de ocupación transitoria (TOT) y la financiación de la Ley del Plan de Rescate Americano (ARPA). Los ingresos del Fondo General son aproximadamente el 48.8% por ciento de los ingresos totales, y las tres fuentes principales de ingresos del Fondo General son el Impuesto a la Propiedad, el Impuesto sobre las Ventas y el Impuesto de Ocupación Transitoria (TOT), como se ve en el gráfico circular a continuación.

A medida que la actividad económica continúa su regreso a la costa, se espera que estas tres fuentes primarias aumenten en un 13% a partir del año fiscal 2021-22. El aumento total de los ingresos del fondo general con respecto al año anterior es del 8.9%. Estas proyecciones se basan en el análisis del personal de las condiciones locales y reflejan la información recibida de varias fuentes, incluidos los consultores de Impuestos sobre Ventas y Ocupación Transitoria de la Ciudad.



Revenues and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	16,827,803	16,601,802	19,556,584	21,297,021
Enterprise Funds	6,928,511	5,872,894	6,889,582	8,247,322
Special Revenue and Capital Projects	7,183,991	13,802,035	12,323,024	11,584,719
Internal Service Funds	2,227,754	2,130,922	2,432,813	2,440,406
Debt Service	143,939	337	-	-
<b>Grand Totals</b>	<b>33,311,998</b>	<b>38,407,989</b>	<b>41,202,003</b>	<b>43,569,468</b>

### GENERAL FUND REVENUES

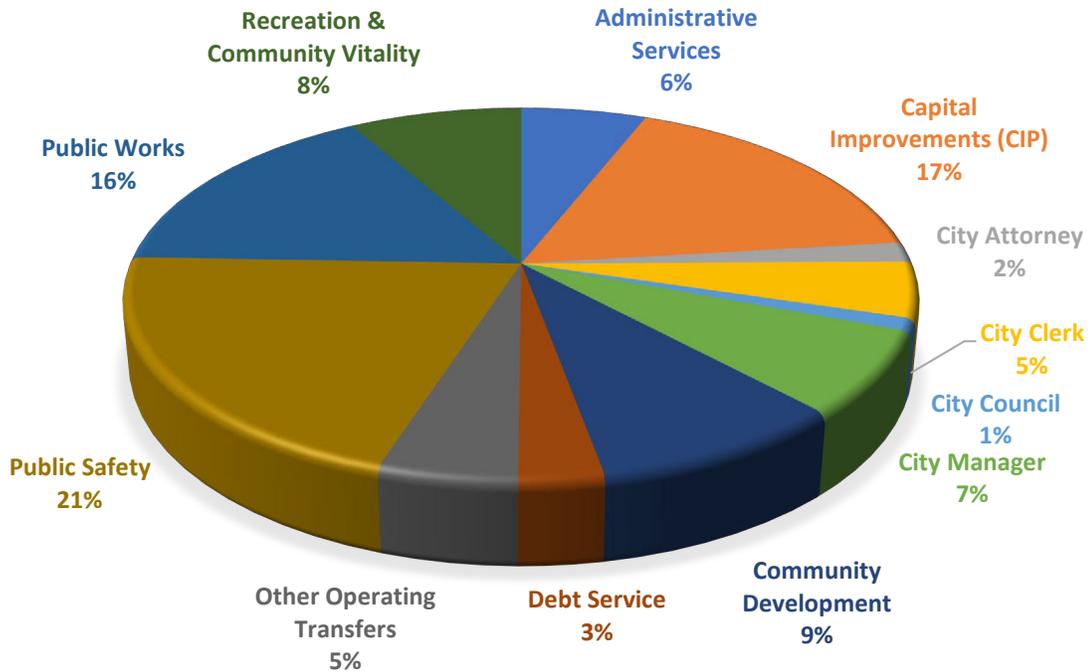


Los gastos presupuestarios propuestos totales de la Ciudad para el año fiscal 2022-23 son de \$ 54.3 millones, el 43% de los cuales provienen del Fondo General. Los gastos totales son un 4.3% más que en el año fiscal 2021-22. Este aumento se debe principalmente al aumento del gasto en el fondo general con el uso de fondos ARPA. Las mejoras de capital representan aproximadamente el 30% de los gastos totales, o \$ 16.2 millones. De los gastos del Fondo General, el mayor presupuesto

departamental es para seguridad pública, como se muestra en el gráfico circular de la página siguiente.

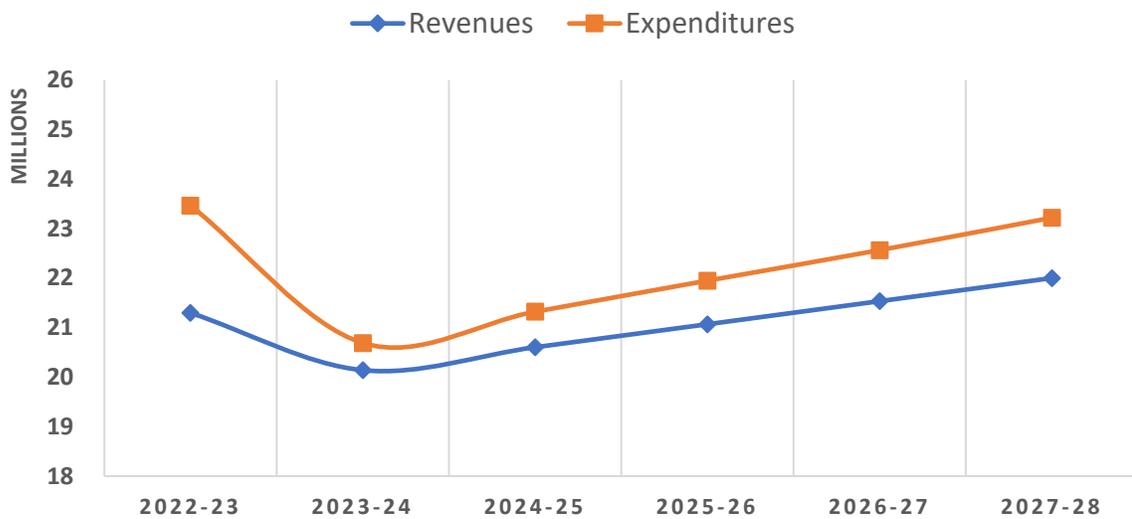
Expenditures and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	17,149,915	16,096,447	21,445,811	23,465,844
Enterprise Funds	6,346,283	7,051,945	11,439,045	11,061,171
Special Revenue and Capital Projects	7,669,179	10,053,726	16,508,883	17,111,638
Internal Service Funds	1,784,972	1,807,936	2,704,141	2,698,806
Debt Service	11,783,851	30,000	-	-
<b>Grand Totals</b>	<b>44,734,200</b>	<b>35,040,054</b>	<b>52,097,880</b>	<b>54,337,459</b>

### GENERAL FUND EXPENDITURES BY DEPARTMENT



*Mirando hacia el futuro.* Sobre la base de supuestos, costos futuros conocidos e información histórica, el personal preparó un pronóstico quinquenal para los ingresos y gastos del fondo general. Los pronósticos generalmente se utilizan para detectar cualquier problema fiscal significativo en años futuros. El siguiente gráfico muestra los ingresos y gastos durante este período de cinco años.

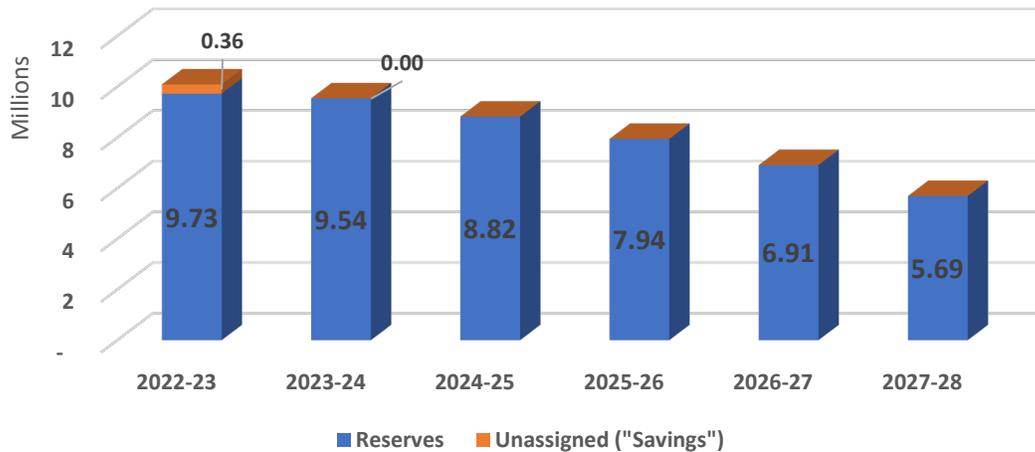
### FIVE-YEAR FORECAST: GENERAL FUND REVENUES AND EXPENDITURES



Según el pronóstico, los gastos potencialmente superarán los ingresos en los próximos años. De ser así, estos déficits por defecto tendrían que mitigarse mediante saldos de fondos no asignados, utilizando reservas y/o haciendo recortes a los gastos. El siguiente gráfico detalla esos saldos durante el mismo período de cinco años.



## FIVE-YEAR FORECAST: GENERAL FUND - FUND BALANCE



## ASPECTOS PRESUPUESTARIOS DESTACADOS/CAMBIOS SIGNIFICATIVOS

- Este año, para mejorar el presupuesto y hacerlo más útil tanto para el público como para el personal de la ciudad, agregamos Medidas de Desempeño que proporcionarán mediciones cuantificables de las actividades pasadas y futuras estimadas de los departamentos y las actividades futuras estimadas con miras a la auto-responsabilidad. Estas medidas se encuentran al final de la narrativa de cada departamento.
- El Impuesto de Ocupación Transitoria (TOT) aumentará del 14% al 15% a partir del 1 de julio de 2022, y este aumento se ha reflejado en las proyecciones de ingresos.
- Se renovó el Programa de Subvenciones sin Fines de Lucro de Servicios Comunitarios, y considerando las necesidades de recuperación de COVID-19 en curso, se recomienda aumentar el nivel de financiamiento de \$ 250,000 a \$ 300,000.
- El contrato del Sheriff ha aumentado en \$ 361,553 (10.86%) para el año fiscal 2022-23. Este aumento refleja un aumento del costo de vida más una última cuota hacia la "brecha de servicio" causada por el personal de seguridad pública de las áreas no incorporadas que prestan servicio a la Comunidad. Al final del año fiscal 2022-23, no habrá "brecha de servicio" y la Ciudad podrá aumentar o modificar los niveles de personal del Sheriff si así lo desea. El contrato también se ha enmendado para agregar un nuevo servicio del

Sheriff centrado en el control del tráfico durante el verano, el programa de respuesta de salud mental CARES y la policía / eventos comunitarios.

- La Política de Reservas establece una Reserva Operativa al 30% de los gastos anuales del Fondo General, y una Reserva para la Incertidumbre Económica al 20% de los Gastos anuales del Fondo General. Con la aprobación de este presupuesto, estas reservas se financiarán en su totalidad con el 50% de los gastos de funcionamiento del Fondo General. Las dos reservas se estiman en 9.7 millones de dólares, lo que representa un aumento de \$726,000 dólares con respecto al año anterior.
- Se han asignado 4 millones de dólares del Fondo General a mejoras de capital. Esto es un Aumento de \$2.4 millones con respecto a la cantidad asignada cuando se adoptó el presupuesto del año fiscal 2021-22.
- El programa CARES se lanzó este año con una asignación de \$75,000 de la Ciudad y una contrapartida de \$75,000 del Condado. Este presupuesto incluye una asignación recomendada de \$403,000 para continuar y expandir el programa. Esta asignación incluye una subvención estatal de \$180,000 y una subvención de \$25,000 de la Fundación Kaiser.
- En respuesta a los impactos financieros de COVID-19, los siguientes cinco puestos fueron despedidos en abril de 2020:
  - Analista de Gestión de Recursos Humanos
  - Asistente Ejecutivo del Administrador de la Ciudad
  - Líder de Recreación
  - Técnico Contable
  - Trabajador de Mantenimiento I

Cuando se adoptó el presupuesto del año fiscal 2021-22 en junio de 2021, el Líder de Recreación y el Técnico de Contabilidad fueron reintegrados y llenados, y el 1 de marzo de 2022, durante la presentación del Presupuesto de Mitad de Año, el Analista de Gestión de Recursos Humanos, el Asistente Ejecutivo del Administrador de la Ciudad y el Trabajador de Mantenimiento I también fueron reintegrados y han sido reemplazados. Además, se creó, aprobó y se ha cubierto un nuevo puesto llamado "Coordinador de Vivienda".

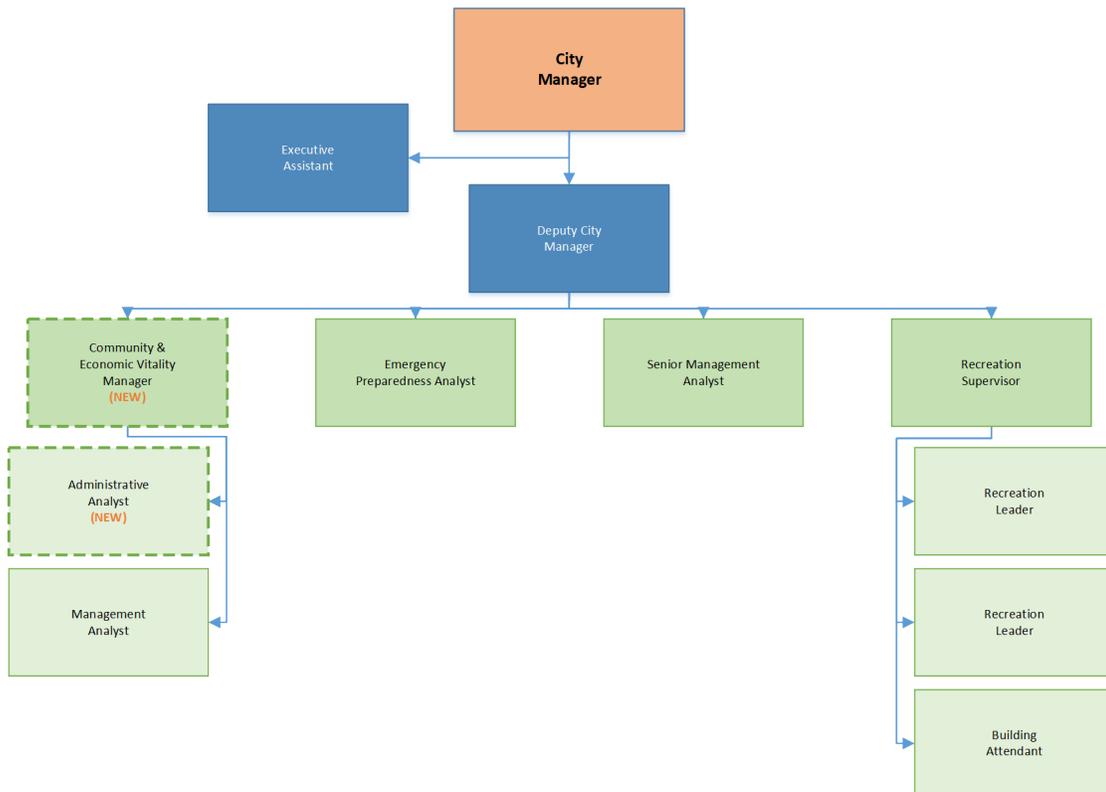
Este presupuesto recomienda establecer dos nuevos puestos que es parte de una modesta reorganización de la Oficina del Administrador de la Ciudad. Los dos puestos son Gerente de Vitalidad Económica y Comunitaria (nueva clasificación de trabajo) y un Analista

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Administrativo (clasificación de trabajo existente, pero que actualmente no se está utilizando), que, junto con un Analista de Gestión existente, contará con una nueva división llamada Vitalidad Económica y Comunitaria.

La nueva división de Vitalidad Económica y Comunitaria responderá a muchos de los desafíos e inequidades expuestos por la pandemia de COVID 19 apoyando la innovación y la creación de empleos, expandiendo la educación superior y los programas vocacionales, revitalizando los espacios comerciales y comunitarios, ayudando a las pequeñas empresas y organizaciones sin fines de lucro a prosperar, y utilizando la abundancia de activos naturales de la región (incluidas nuestras tierras agrícolas) para impulsar el crecimiento económico. La división también liderará los esfuerzos de la Ciudad para comprometerse con la comunidad, a través de programas e iniciativas que brindan apoyo e información, crean conexiones, promueven la equidad y enriquecen vidas.

El organigrama revisado para la oficina del Administrador de la Ciudad es el siguiente:



- La *primera fase* de la Iniciativa de Recuperación costera se completó en marzo de 2022 con la adopción del informe final que se encuentra aquí: [Iniciativa de recuperación costera](#). La implementación del plan ha comenzado y continuará en el año fiscal 2022-23. Se han incluido \$205,000 en el nuevo presupuesto de la división de Vitalidad Económica y Comunitaria para apoyar este esfuerzo, así como una asignación del CIP de \$250,000 para preparar un plan de diseño conceptual para reconstruir los cuatro bloques del centro de Main Street. El Condado también ha asignado \$2.5 millones para un Centro de Avance Económico que se ubicará en Half Moon Bay y este esfuerzo se alinea con una de las 15 recomendaciones contenidas en el informe final.
- Se han asignado \$180,000 para limpiar campamentos de personas sin hogar a lo largo de Pilarcitos Creek.

## **PROGRAMA DE MEJORAMIENTO DE CAPITAL**

El Programa Quinquenal de Mejora de Capital (CIP) se ha actualizado junto con la preparación del presupuesto operativo. El documento CIP, que se presenta por separado, es un elemento importante del presupuesto de la Ciudad, ya que guía el trabajo de infraestructura e instalaciones de la Ciudad. El desarrollo del CIP también ha utilizado un proceso iterativo. El Concejo Municipal ha visto este plan varias veces y ha ofrecido aportes y comentarios en cada etapa, proporcionando constantemente orientación con énfasis en invertir en la comunidad a través de mejoras de capital.

## **CONCLUSIÓN**

El Presupuesto Recomendado del Año Fiscal 2022-23 es un presupuesto equilibrado que refleja las prioridades del Concejo Municipal y las necesidades de la comunidad.

Para obtener información más detallada que la que se indica aquí, se recomienda al lector que comience con la Descripción general del presupuesto. Los presupuestos departamentales siguen y se tabulan claramente para facilitar la búsqueda de costos y servicios específicos para cada departamento.

Me complace informar que el presupuesto de la Ciudad para el año fiscal 2021-22 recibió el Premio a la Excelencia de la Asociación de Oficiales de Finanzas del Gobierno. Este premio se otorga a las ciudades cuyos documentos presupuestarios cumplen con los criterios del programa como documento de política, guía operativa, plan financiero y dispositivo de comunicación. Creemos que el presupuesto del año fiscal 2022-23 continuará cumpliendo con los criterios para este premio.



El desarrollo del presupuesto debe completarse en un cronograma muy comprimido y es una cantidad sustancial de trabajo para toda la organización. Quiero reconocer el liderazgo del Consejo, los directores de departamento y su personal, pero especialmente agradecer al dedicado equipo de presupuesto que completó este documento.

¡Mi más sincero agradecimiento se extiende a la gente del Departamento de Servicios Administrativos y el Equipo de Presupuesto (Lisa, Kenneth, Bryan, Julissa, Raymond, Carol, Victor y Corie)!

Respetuosamente presentado,

**Roberto Nisbet**  
Administrador de la ciudad

**RESOLUTION NO. C-2022-69**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY  
ADOPTING THE FISCAL YEAR 2022-2023 ANNUAL OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the City Council of the City of Half Moon Bay has received and completed its review of the proposed FY 2022-23 Operating and Capital Improvement Program Budgets during the budget hearing held on June 7, 2022 and gave general direction on the recommendations contained therein during a public meeting; and

**WHEREAS**, the City Council of the City of Half Moon Bay has held a public hearing on June 7, 2022 for consideration of adoption of the proposed FY 2022-23 Operating and Capital Budget; and

**WHEREAS**, the proposed budget was prepared in accordance with the financial policies of the City; and

**WHEREAS**, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2022-23; and

**WHEREAS**, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on May 24, 2022, and determined that the Five-Year Capital Improvement Plan is consistent with the City's General Plan; and

**WHEREAS**, the City of Half Moon Bay now desires to adopt the 2022-23 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for FY 2022-23.

**NOW THEREFORE**, the City Council of the City of Half Moon Bay does hereby resolve as follows:

1. The City Council does hereby approve and adopt the City's budget of \$54,337,459, including CIP allocation of \$16,232,419, for fiscal year 2022-23 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$23,465,844 as set forth within the Fiscal Year 2022-23 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$43,569,468 for fiscal year 2022-23 and General Fund revenues of \$21,297,021 as set forth within the Fiscal Year 2022-23 Budget.
3. The amount of the 2022-23 Fiscal Year Budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Sections 37208 and 37209.
4. The City Manager is hereby authorized to prepare an administrative budget document which further specifies the accounts for the expenditure of appropriations approved by

the City Council and set forth in GANN Appropriation Limit Calculation section. The City Manager shall provide the Council with copies of this budget.

- 5. A copy of the adopted budget, signed by the Mayor and attested to by the City Clerk, shall be kept on file with the City Clerk of the City of Half Moon Bay, as the official budget of the City of Half Moon Bay for the 2022-23 fiscal year.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21<sup>st</sup> day of June, 2022 by the City Council of Half Moon Bay by the following vote:

Ayes, Councilmembers: Brownstone, Jimenez, Rarback, Ruddock

Noes, Councilmembers: \_\_\_\_\_

Absent, Councilmembers: Penrose

Abstain, Councilmembers: \_\_\_\_\_

ATTEST:

APPROVED:

*Jessica Blair*

*Debbie Ruddock*

\_\_\_\_\_  
Jessica Blair, City Clerk

\_\_\_\_\_  
Debbie Ruddock, Mayor





# City of Half Moon Bay City Council

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Mayor  
Debbie Ruddock



Vice Mayor  
Deborah Penrose



Council Member  
Robert Brownstone



Council Member  
Joaquin Jimenez



Council Member  
Harvey Rarback





# Strategic Plan Elements & Initiatives

The following Strategic Elements are high level objectives that provide a long-range vision for the City’s future and a consistent focus for the City’s services.

- **Infrastructure and Environment**
- **Healthy Communities and Public Safety**
- **Fiscal Sustainability**
- **Inclusive Governance**

Based on the Strategic Elements, the City Council has adopted Strategic Initiatives. These Initiatives are intended to help guide the City’s actions and work plans as well as focus efforts on addressing the City’s identified priorities.

<p><b>Strategic Element:</b> <b>Infrastructure and Environment</b></p>	<p><b>Strategic Element:</b> <b>Healthy Communities and Public Safety</b></p>
<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Preserve, upgrade, and maintain existing City infrastructure to manage and make progress on the backlog created as a result of deferred maintenance.</li> <li>• Maintain functional and effective usage of City facilities; Sustain efforts to maintain the City as clean, inviting, accessible and aesthetically pleasing, throughout all segments of the community.</li> <li>• Continue to build and enhance a more sustainable and resilient community by incorporating green and sustainable infrastructure projects and environmental conservation.</li> <li>• Utilize technology to maximize efficiency and productivity for improved City operations.</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Foster opportunities for affordable housing for very low, low, moderate, and above moderate-income households, including entry level housing, shared housing, etc.</li> <li>• Enhance safety for pedestrians, bicyclist, and motorists through a “complete streets” approach</li> <li>• Promote the health and well-being of children, youth, families, and adults of all ages and abilities.</li> <li>• Promote a sustainable, comprehensive, and forward looking environmentally/green conscious community.</li> <li>• Prepare City staff and community members for inevitable natural disasters and other emergencies.</li> <li>• Provide comprehensive and innovative law enforcement services to reduce crime and the fear of crime; Inform and educate the community around crime prevention and awareness.</li> </ul>

<p><b>Strategic Element: Fiscal Sustainability</b></p>	<p><b>Strategic Element: Inclusive Governance</b></p>
<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Practice sound and responsible financial management, while providing fiscally sustainable government services that address the needs of the community.</li> <li>• Support and sustain a business environment that contributes to economic prosperity and revenue generation and improves the economic well-being of the community.</li> <li>• Promote a balanced economic development approach that retains, attracts, and supports businesses Citywide for a strong, stable, complementary, and diverse business environment, including tourism, coastal resources, conservation, and farmland cultivation.</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Manage the operations of the City as an engaged, collaborative, and responsive team of professionals who provide services in an effective, accountable, and inclusive manner.</li> <li>• Emphasize a high level of community engagement through public outreach and building mutually beneficial, innovative, collaborative community partnerships throughout the City.</li> <li>• Provide organizational development that invests in staff leadership skills development and other human resources, to attract, develop, support, and retain a highly qualified, valued, and diverse municipal workforce.</li> <li>• Maintain accuracy, consistency, and frequency in the City’s public communications, and increase Half Moon Bay’s efforts to build credibility and mutual trust with the community.</li> <li>• Provide and manage a repository of City records that is easily accessible to the general public.</li> <li>• Promote diversity by improving knowledge of and accessibility to City services among the Latino community with emphasis on bilingual access and inclusiveness and civic participation.</li> <li>• Continue and enhance transparency and accountability with community members, providing easy access to information, helpful and informed staff, and meaningful opportunities to participate in the City’s decision-making processes and other municipal and community activities.</li> </ul>



# About Half Moon Bay

*"Live, Work, Play"*



## Location and Setting

Half Moon Bay sits on the Pacific Coast between forested hills and some of the most beautiful coastlines of California. It is located approximately 25 miles south of San Francisco and an easy 45-minute drive from almost anywhere in the Bay Area, within the western portion of San Mateo County. Half Moon Bay's climate is usually mild throughout the year.

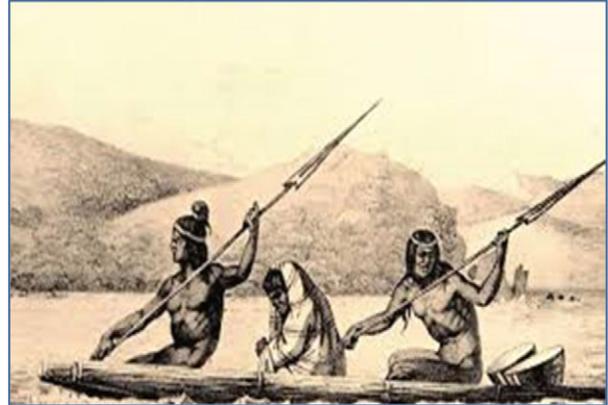
Half Moon Bay is considered a rural coastal community and is home to approximately 12,806 people. Featuring the best of Northern California all in one place, visitors to Half Moon Bay enjoy miles of white sandy beaches, redwood forests, a historic downtown filled with local artisan shops, beautiful state parks, fields of wildflowers, and trails along ocean bluffs and mountain ridges as far as the eye can see.



## History

The original inhabitants of Half Moon Bay were members of the Costanoan Rumsen Ohlone Tribe, one of eight bands of an indigenous group affiliated as Ohlone and/or Costanoan. Evidence of human dwelling and daily life surface throughout San Mateo County, including Half Moon Bay's Pilarcitos Creek.

The ocean and land provided adequately for its earliest residents in terms of sustenance and trade. In addition to members of the Rumsen Tribe, Spanish explorers and Mexican cowboys lived or passed through this Coastside. The beautiful coast, accessible ports, proximity to San Francisco, and the availability of land grants to early Mexican settlers in the 1840's were all factors in attracting a new wave of people to the Half Moon Bay area.



Governor Juan B. Alvarado gave a 4,424-acre Mexican land grant to a soldier, Juan Jose Candelario Miramontes, in 1841. This land was known as Rancho Miramontes which eventually transitioned into today's Downtown Main Street. The Main Street Bridge over Pilarcitos Creek was the entrance to the Miramontes Ranch. A Spanish immigrant named Estanislao Zaballa married into the family. He and other business prospectors brought a commercial flavor by opening some of Half Moon Bay's first businesses such as saloons, rooming houses, and blacksmith shops. Named San Benito in the 1840's, and later Spanishtown, Half Moon Bay received its current name in 1874 and is the oldest settlement in San Mateo County.



Settlers such as James and Petra Johnston, the original owners of the majestic 'White House of Half Moon Bay,' saw potential and aspirations for cattle grazing and raising a family. James' Scottish heritage and Petra's Hispanic background, in addition to the Portuguese, Italian, Mexican and

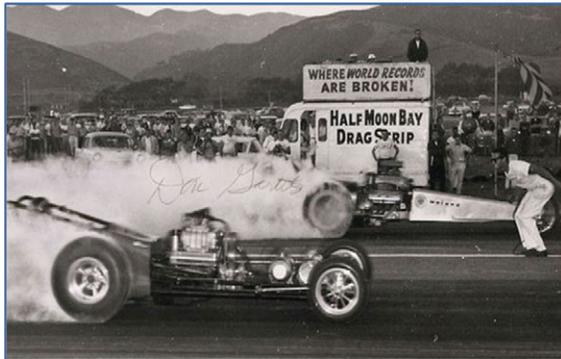
Spanish influences on the coast, demonstrate the distinct mix of ideas, traditions, occupations, and cultures that defined the area's character and identity.

In 1907, the Ocean Shore Railway was constructed along the shoreline from San Francisco to Tunitas Glen, just south of present-day Half Moon Bay. Due to financial problems and the increasing popularity of the horseless carriage, the railroad ceased operation in 1920.

The coast provided an ideal setting for “rum running” during Prohibition Era (1920 – 1933) because of its unique setting among the hidden ocean coves and thick fog. The city was small and isolated, yet close enough to access San Francisco by car. During this era, the Ocean Beach Hotel (presently Miramar Beach Restaurant) and other stops along the coast were raided numerous times for illegal liquor, gambling, and prostitution.



In 1942, the California State Highway Department constructed the Half Moon Bay Airport. Originally known as the Half Moon Bay Flight Strip, it was used during WWII by the U.S. Army and eventually turned over to the U.S. Navy at the conclusion of the war.



In 1947, San Mateo County acquired the airport, and ten years later, drag racing took it over. The Half Moon Bay Dragstrip quickly became one of the nation’s premier tracks. Half Moon Bay played host to every big name the sport had to offer during the 1950’s and 1960’s. Presently, the airport hosts the annual Pacific Coast Dream Machines show which features magnificent driving, flying, and working machines from the 20<sup>th</sup> and 21<sup>st</sup> centuries.

At any given time, the airport houses approximately 80 aircraft and is self-funded through airport user and business fees.

The City of Half Moon Bay was incorporated in 1959. It has many reminders of its early beginnings in the mid-nineteenth century as an agricultural town. Fields of flowers, artichokes, brussels sprouts, Christmas trees, pumpkins and other crops blanket the pastoral landscape in and around town.



The City’s location on the coast attracted hopeful business prospectors from many industries including fishermen and farmers. The American dream was reflected in these industrious individuals and their families whose ethnicities, aspirations, and languages converged to create a unique coastal community.

## Culture, Recreation, and Local Attractions

The City and Coastside are an agricultural, fishing and tourism destination. The local and surrounding agricultural community hosts a Saturday farmers' market, and many rural roadside stands sell the bounty of the local farms and nurseries.

Roughly 3,000 tons of pumpkins are grown on the Coastside in a typical year and are featured in the Half Moon Bay Art and Pumpkin Festival held in October on Downtown's historic Main Street. The annual festival draws over 300,000 visitors for the two-day event and features some of the world's largest pumpkins.

Half Moon Bay provides a wide variety of public and private attractions. The historic downtown is home to shopping, art galleries, fine dining, and entertainment. Visitors can stroll downtown to discover unique wares in local markets, shops, and boutiques. Farm-fresh produce and one-of-a-kind art pieces are available side-by-side. First-class dining can be found at restaurants, bakeries, taquerias, delis and coffee shops. Menus include fresh fish straight off the boat and ethnic offerings from around the world.



A short distance from downtown, the California Coastal Trail meanders for five miles along beaches and bluff tops, providing a scenic setting for whale and bird watching, biking, walking and horseback riding. Golf can be enjoyed at two golf courses acclaimed for their quality and spectacular ocean backdrops.

The Coastside has its well-known broad, sandy beaches. Adding to the coastal habitat diversity, just a few miles southwest of town is a redwood forest. Over a century ago, those forests were cut for the timber that was used in the development of the San Francisco Peninsula. Now those redwoods are enjoyed for their enduring natural beauty. There are thousands of parkland acres throughout the southern portion of San Mateo County offering coastal vistas and hillsides cloaked in vegetation, accessible via hiking and biking trails. Half Moon Bay serves as a gateway to these recreational offerings.

The City also boasts truly unique lodgings with breathtaking ocean views, world-class hotels, and quaint cottages. Within the city limits, there are 13 hotels, inns, and Bed and Breakfasts in addition to three RV parks and campgrounds.

## Population and Demographics

There is a rich culture of diverse backgrounds and multi-generational families who have lived in Half Moon Bay for well over 100 years. Several of its older residential neighborhoods feature century-old architecture enhanced by colorful yards and gardens. It is not uncommon to find farmers, high-tech entrepreneurs, and artists living together. There are approximately 4,900 households, and 3,500 families (71.4% of households). For persons 25 years and older, 88.3% have a high school diploma, and 53.3% have a bachelor’s degree or higher.<sup>1</sup> A snapshot of demographic highlights include:



## San Mateo County Context

San Mateo County is part of the nine county Bay Area region. On the bayside, cities are linked by Highways 101 and 280, El Camino Real, and the Caltrain corridor. The area is a vibrant job center and part of Silicon Valley. Many Half Moon Bay employed residents work outside the City throughout this jobs-rich region.

Half Moon Bay has retained employment sectors traditional to the Coastside, while also accommodating new businesses and industries that are otherwise primarily thought to be located “over-the-hill.” Despite its smaller size and distinct economic base, the City’s revenues and expenditures indicate that the range and cost of City services are within the norm for the county as a whole.

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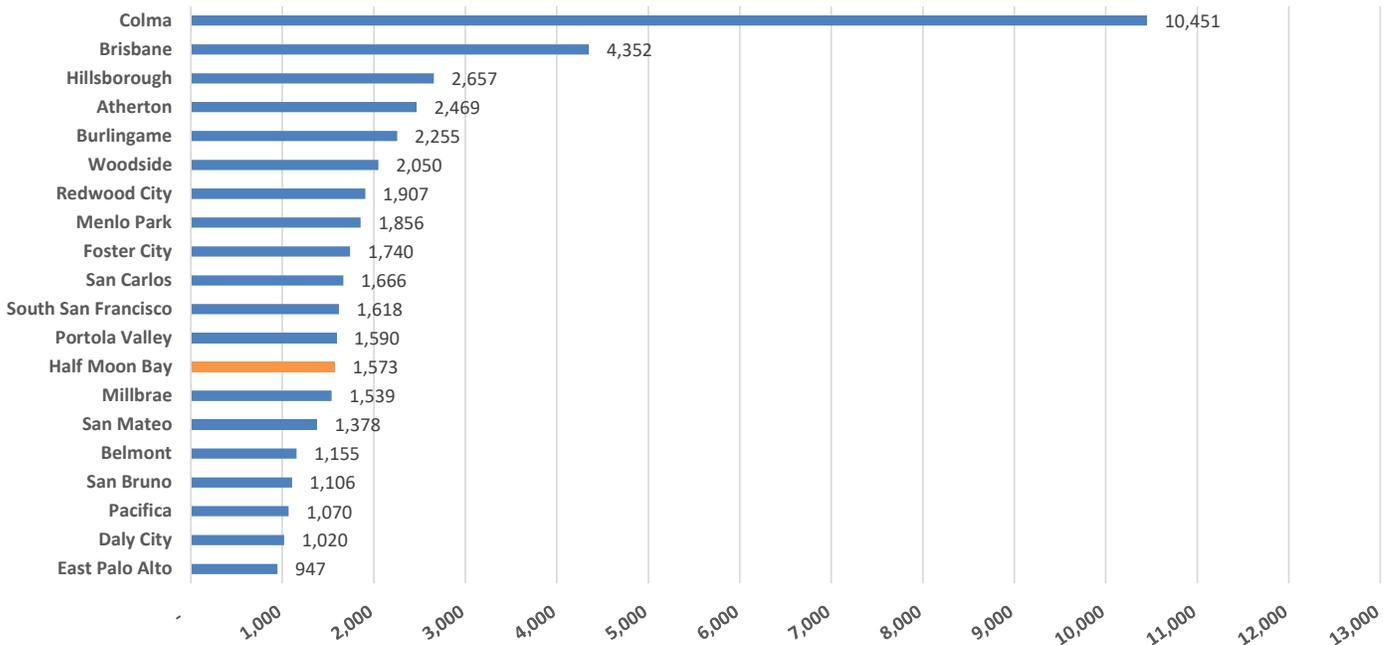
<sup>1</sup> <https://www.census.gov/quickfacts/fact/table/halfmoonbaycitycalifornia/PST045218>  
<https://worldpopulationreview.com/us-cities/half-moon-bay-ca-population>

# San Mateo County Cities Comparison

The City of Half Moon Bay ranks the 13th in revenues per capita comparing to other cities within the San Mateo county. The City ranks 12th in cost per capita and 12th in outstanding debt per capita.

## General Revenues Per Capita

Half Moon Bay Ranks 13th out of 20 in Revenues per Capita



City	Population	Report Totals			Per Capita		
		General Revenues	General Expenditures	Outstanding Debt	General Revenue	General Expenditures	O/S Debt
Atherton	7,031	17,359,797	16,520,252	-	\$ 2,469	\$ 2,350	\$ -
Belmont	26,813	30,962,655	23,885,751	5,159,305	\$ 1,155	\$ 891	\$ 192
Brisbane	4,645	20,212,958	20,703,489	8,065,000	\$ 4,352	\$ 4,457	\$ 1,736
Burlingame	29,746	67,076,422	63,816,038	89,228,998	\$ 2,255	\$ 2,145	\$ 3,000
Colma	1,729	18,069,190	18,477,759	1,795,000	\$ 10,451	\$ 10,687	\$ 1,038
Daly City	108,599	110,777,898	120,460,358	16,198,000	\$ 1,020	\$ 1,109	\$ 149
East Palo Alto	30,545	28,920,000	29,398,195	-	\$ 947	\$ 962	\$ -
Foster City	32,842	57,147,656	54,277,013	84,860,600	\$ 1,740	\$ 1,653	\$ 2,584
<b>Half Moon Bay</b>	<b>12,431</b>	<b>19,556,584</b>	<b>21,445,811</b>	<b>7,189,169</b>	<b>\$ 1,573</b>	<b>\$ 1,725</b>	<b>\$ 578</b>
Hillsborough	11,447	30,412,447	30,174,172	-	\$ 2,657	\$ 2,636	\$ -
Menlo Park	33,780	62,703,307	62,703,307	16,294,495	\$ 1,856	\$ 1,856	\$ 482
Millbrae	22,500	34,626,000	36,566,000	22,003,323	\$ 1,539	\$ 1,625	\$ 978
Pacifica	38,183	40,860,858	42,423,604	24,829,257	\$ 1,070	\$ 1,111	\$ 650
Portola Valley	4,456	7,085,080	7,085,080	-	\$ 1,590	\$ 1,590	\$ -
Redwood City	84,179	160,496,556	155,109,409	118,493	\$ 1,907	\$ 1,843	\$ 1
San Bruno	45,000	49,767,229	50,851,490	6,819,133	\$ 1,106	\$ 1,130	\$ 152
San Carlos	29,814	49,660,000	51,320,000	2,787,135	\$ 1,666	\$ 1,721	\$ 93
San Mateo	103,000	141,967,845	138,776,042	96,912,000	\$ 1,378	\$ 1,347	\$ 941
South San Francisco	67,408	109,076,478	113,050,543	160,861,070	\$ 1,618	\$ 1,677	\$ 2,386
Woodside	5,131	10,518,328	9,507,820	-	\$ 2,050	\$ 1,853	\$ -

## Government Structure and City Services

The City of Half Moon Bay operates under a council-manager form of government and is governed by a five-member elected City Council. The City Council appoints a City Manager who is responsible for the oversight of daily operations and provides leadership for the City's programs.

The City Council is the policy-making body. In 2018, the City transitioned from at-large elections to by-district, with four councilmembers elected by district and an at-large elected mayor. The first two district councilmembers were elected in 2020. The other two, as well as the first elected at-large mayor, are slated to be elected in 2022. The City Council appoints commission and committee members to support the public policy making process.



The City Council meets regularly on the first and third Tuesdays of each month at 7:00 p.m. and may call additional special meetings. All meetings of City Council and Council-appointed commissions and committees are open to the public except when certain personnel matters and legal items are discussed.



By means of its own employees and through other shared or contract services, the City of Half Moon Bay provides a variety of municipal services to its citizens, including law enforcement, library, disaster preparedness, recreation programs, maintenance of streets, parks and buildings, sanitary sewer utility collection and maintenance, planning, housing, zoning, and building inspection, storm drain maintenance, code and parking enforcement, engineering, and general administrative services.

City offices are typically open 8:30 a.m. to 5:00 p.m., Monday through Thursday (except holidays). Since COVID-19, city offices and facilities have scaled back hours of operation while continuing to deliver the full range of municipal services.

City of Half Moon Bay Main Line	(650) 726-8910	501 Main Street
City Clerk's Office	(650) 726-8250	501 Main Street
Administrative Services	(650) 435-8261	507-B Purissima Street
Recreation Services	(650) 726-8297	535 Kelly Avenue
Community Development	(650) 726-8260	501 Main Street
Public Works	(650) 750-2012	880 Stone Pine Road
Code Enforcement	(650) 726-8260	501 Main Street
Public Safety (Business Line)	(650) 726-8288	537 Kelly Avenue
Non-Emergency - After Hours	(650) 726-8286	537 Kelly Avenue

Additional information about city services is available on the City of Half Moon Bay website at [www.hmbcity.com](http://www.hmbcity.com)



# Budget Overview



Ayundando Latinos A Sonar (ALAS)

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## **Ayudando Latinos A Sonar (ALAS)**

ALAS is a Half Moon Bay based Latino-centered non-profit that provides cultural arts programs, as well as culturally-centered mental health services, wrap-around case management, immigration and education, and social justice advocacy initiatives. Since the start of the COVID-19 pandemic, ALAS has also hosted a weekly food pantry which has provided hundreds of families with groceries and essential goods.

For FY 2021-22, ALAS received three CSFA grants from the City. One \$30,000 grant from the City to assist with community COVID-19 relief and recovery services, one for \$20,000 to help fund it's mental health services related to the effects of the COVID-19 pandemic, and one for \$5,000 to help fund outreach for the LISTOS program, in partnership with Coastside CERT



# Budget Overview

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# Basis of Budget Preparation and Budget Overview

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The City Budget is the result of a thorough, lengthy, and collaborative process involving City Council leadership and City staff expertise. The City Council sets policy direction for the budget and City staff take into consideration economic trends to forecast revenue and create a budget that accomplishes the goals of the Council while ensuring the financial stability of the City. Local, County, State, and national economic trends are among the factors considered.

## **ECONOMIC UPDATE**

During the 2021-22 fiscal year, the City saw economic activity and tourism return to the coast sooner than anticipated with major revenues returning to pre-pandemic levels. The City is optimistic that there will be continued economic growth and recovery though continues its practice of conservative planning for the FY 2022-23 budget. Despite continued economic growth, there is excessive inflation as well as other economic volatility because of supply chain issues, increased demand, low unemployment rates and high amounts of relief funds being poured into the markets. The uncertainty created through the pandemic, and now through the current economic volatility is expected to continue for the next several years despite the overall trend of economic improvement. Many of the factors causing the current economic volatility are out of the City's control and are anticipated to continue to impact revenues as well as expenditures. Inflation will increase the cost of projects considerably; unfunded pension liabilities may increase in relation to inflation and low investment returns; and reductions to local home sales or potential contraction of home prices could all impact city budgets. The City will continue to monitor the economic environment though anticipates overall continued economic improvement despite the challenges that may impact the City in the near term.

As of the March Jobs report which is the most current official data as of the preparation of this budget document the unemployment rate in San Mateo County has decreased to approximately 2.4%. The City of Half Moon Bay's unemployment rate is 1.0%. The City unemployment rate is currently lower than the unemployment rates for San Mateo County, California, and the nation during the same period.

### **State Budget Outlook and Impact on the City**

The State of California's budget and economy play significant roles in the City's financial condition. The State's budget initially projected a substantial negative impact due to the pandemic, instead however, the state has recorded year over year budget surpluses and recently the state reported just shy of \$100 Billion in surplus revenue.

It is anticipated that the states revenue sources will continue to improve restoring programs and services previously cut due to the pandemic. At this time, it is not anticipated that the changes in the States revenue and financial situation will impact the City of Half Moon Bay in a significant way.

## BUDGET DEVELOPMENT PROCESS

City staff prepare an annual operating budget each year containing revenues, appropriations, and other financial information pertaining to City’s operating and capital budgets. The philosophy employed in creating this budget focuses the City’s efforts on continuing to provide quality “core” municipal services in the most efficient way possible. This budget must be adopted by the City Council.

### Council Strategic Planning

In preparation for the upcoming budget, the City Council hosted online community listening sessions, which allowed the Council to hear directly from members of the community to gain additional insight into the community’s priorities for budget allocation of resources over the next year and beyond.

The listening sessions culminated in a priority setting workshop on March 22, 2021. At this workshop, the City Council established the following four broad priorities:

1. Affordable Housing (an ongoing multi-year priority)
2. Public Health, Safety and Emergency Preparation
3. Community Climate Resilience and Sustainability
4. Economic Recovery and Development
5. Transportation, Circulation and Mobility

The table below demonstrates how the Council’s FY 2022-23 priorities fit in the larger Strategic Plan Elements and Initiatives that were adopted on February 9, 2016, and reaffirmed for FY 2022-23.

Strategic Elements				
PRIORITY	Infrastructure/ Environment	Healthy Communities/ Public Safety	Fiscal Sustainability	Inclusive Governance
Affordable Housing		✓	✓	✓
Public Health, Safety and Emergency Preparation	✓	✓		✓
Community Climate Resilience and Sustainability	✓	✓	✓	
Economic Recovery and Development	✓		✓	✓
Transportation, Circulation and Mobility	✓	✓	✓	✓

## Budget Preparation

The annual budget cycle begins each year with the development of budget instructions, including policy directives and a budget calendar, early in the calendar year and concludes with the budget adoption by the City Council in June as shown in the budget timeline table below.

Budget Timeline	
March 9 & 13	Community Listening Sessions
March 22	Council Strategic Planning and Priority Setting Workshop
May 19	Finance Committee Meeting
June 7	City Council Review of Proposed FY 2022-23 Budget
June 21	City Council Formal Adoption

Each department was asked to provide their anticipated Base Budget operating expenditure changes with adjustments by known personnel salary and benefit costs. Each department is also given an opportunity to submit prioritized program changes for service enhancements or other program restoration to the Base Budget.

The City Manager reviewed department expenditure adjustments and formulated a Recommended Budget for Council's consideration. Staff recommendations are based on many considerations, including the City's strategic plan, staffing capacity, and potential impacts to the overall City operation, fiscal sustainability, and services provided to the community.

Final adoption of the Recommended Budget for FY 2022-23 is scheduled for June 21, 2022.

## Basic Accounting

The City's accounting system is maintained on a fund basis in accordance with governmental accounting standards. Each fund is considered a separate accounting entity with a self-balancing set of accounts that record assets, liabilities, fund equity, revenue, and expenditures. All governmental funds are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual—i.e., measurable, and available. Expenditures are recognized when the fund expense or liability is incurred.

## Budgetary Control

The City utilizes the following procedures to establish budgetary control:

1. The City Manager submits to the City Council a proposed balanced operating and capital budget for the following fiscal year.
2. After a review by the City Council, a public hearing is conducted, and further comment is received from the City Council and the public.
3. Upon completion of the hearings and modifications, if any, to the proposed budget, it is adopted by the City Council through passage of an appropriate resolution.
4. The department heads are responsible to ensure the expenditures of their departments stay within the budget.
5. The budget is amended during the year by the Council as needed.

6. The City Manager is authorized to reallocate budget amounts of operational expenditure categories within funds as deemed necessary in order to meet the City's operational needs.
7. City Council approval is required for all inter-fund transfers and use of reserves, and for transfers to/from the capital expenditure category. The legal level of budgetary control is at the fund level. This is the level that City management cannot overspend the budget without approval from the City Council.

The City Council holds public budget study sessions and adopts the City operating and capital budgets no later than June 30<sup>th</sup> of each year.

The philosophy employed in creating this budget document has been to focus the City's efforts in continuing to provide quality municipal services, as well as the timely addressing of key infrastructure needs.

The City's budget goal is to achieve a balanced budget with operating revenue, including reimbursements from other funds for services provided, equal to or greater than operating expenditures (including debt service).

Staff used the following guidelines in preparation for this budget: ending fund balance (or working capital in the enterprise fund) should meet the minimum level of no less than 30% of operating expenditures, where applicable. Under this policy, it is allowable for total expenditures to exceed revenue in a given year to fund capital improvement plan projects or other "one-time" non-recurring expenditures.

Ultimately, the City's financial position and the resources in each fund will determine the level of services and the projects that the City will be able to deliver to the community in the upcoming fiscal year. These services and projects are included in the adopted annual budget.

## **FY 2022-23 ADOPTED BUDGET OVERVIEW**

The Recommended FY 2022-23 Budget is balanced following the careful review and conservative assumptions.-

In FY 2022-23, General Fund revenue of \$21.3 million is projected to be less than the General Fund expenses of \$23.4 million by \$2.1 million.

This means that the City will not be able to adequately fund the cost of day-to-day operations and capital projects in Half Moon Bay without the use of any available unassigned fund balances. Future contributions from the General Fund to the CIP are contingent upon new revenues or one-time funds becoming available in the future.

Transient occupancy tax (i.e., "hotel tax"), property tax, and sales tax revenue make up 73% of General Fund revenue. While Transient Occupancy and sales tax revenue were reduced due to the ongoing pandemic, they are showing signs of significant rebound far sooner than anticipated.

## **Budget Assumptions**

The Base Budget is not an exact duplicate of the Adopted or Amended FY 2021-22 Budget because of actions the Council may have taken to modify the budget during the year, and most notably due to the FY 2022-23 budget assumptions used to develop the Base Budget. The following are the major assumptions used to develop the initial FY 2022-23 Base Budget:

### ***Base Budget General Fund Revenue Assumptions***

- **Total General Fund revenue** of \$21.3 million shows an increase of 8.9% from the FY 2021-22 Revised Budget.
- **The top three revenue sources**, Transient Occupancy Tax (TOT), Property Tax, and Sales and Use Tax are estimated to increase by 13% compared to the current budget; the increase of other revenues is estimated at less than 1%.

### ***Base Budget Expenditures Assumptions***

- Total General Fund expenditures of \$23.4 million, which includes \$19.4 million in operating expenditures and \$4 million in capital transfers to fund the Capital Improvement Program.
- Salary and Benefits projections include funding for 45 full-time equivalent (FTE) positions city-wide, and the increase of 2 positions.
- Vacant positions are budgeted at middle step. Projections also include salary step increases for staff members who may be eligible on their performance review dates.
- Overtime funding is included in the projections based on historical averages of overtime hours worked.
- FY 2022-23 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2.0% @ 55) at 11.610% for classic members and Tier 2 (2% @ 62) at 7.760% for new employees without prior municipal experience or who have had a break in service.
- Salary adjustments have been made to reflect MOU provisions.
- Annual amounts needed to pay for the unfunded liability.
- Operating Expenses have increased by 8% over FY 2021-22 budgeted amounts.

## **Capital Improvement Program (CIP) Budget**

The City's 5-Year Capital Improvement Program (CIP) is a financial planning and prioritization tool that represents the City's continuous efforts to protect public health and safety and enhance the quality of life and experience for visitors and residents in Half Moon Bay. It is adopted in conjunction with the City's Operating Budget and is presented as a separate document.

Updating the CIP annually requires coordination and cooperation between all City departments. The process includes many internal meetings to discuss current and future CIP improvements, prioritization of identified improvements, review by various advisory boards, General Plan consistency finding by the Planning Commission, and adoption by City Council.

While staff continuously assesses the needs of the City and prioritizes projects accordingly, the process to create the FY 2022-23 CIP officially began in December 2021. This resulted in the preliminary draft FY 2022-23 Capital Budget presented to the City Council on June 7, 2022.

Staff has continued to refine project scope and budget with a summary of the CIP included in the “Capital Improvement Program” section of this document. Individuals interested in learning more about the specific improvements planned for the upcoming Fiscal Year should refer to the published Capital Improvement Program book.

**Budgetary Reserves**

The Government Finance Officers Association (GFOA) has issued its recommended best practice for determining the appropriate level of unrestricted General Fund balance to be, at a minimum, no less than two months of regular General Fund operating revenues or expenses, which equates to approximately 17% of annual expenses.

The City’s Fund Balance Policy identifies fund balances (or reserves) as falling into the following categories: Restricted, Committed, Assigned, or Unassigned. In accordance with Government Accounting Standards Board (GASB) Statement No. 54 requirements and the City policy, the Council established the following designations for General Fund Committed Fund Balances:

- General Fund Reserve 30% of annual expenditures
- Economic Uncertainty Reserve of up to 20% annual operating expenditures

The General Fund balances for FY 2020-21 through FY 2022-23 are detailed in the table below. Total operating expenses are also listed to demonstrate the percentage level of reserves and compliance with the City’s Fund Balance Policy.

**GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)**

Designations	Actual 2020-21	Revised Budget 2021-22 <sup>1</sup>	Recommended Budget 2022-23 <sup>2</sup>
<b>Beginning Fund Balance</b>	\$ 10,634,152	\$ 11,140,700	\$ 12,258,600
<b>Total Revenue</b>	16,602,996	19,556,584	21,297,021
Net Operating Expenditures	12,728,657	16,126,692	17,495,489
Operating Transfers	1,789,189	1,871,542	1,954,936
<b>Total Operating Expenditures</b>	<b>14,517,846</b>	<b>17,998,234</b>	<b>19,450,425</b>
Capital Transfers	1,578,601	3,447,577	4,015,419
<b>Total Expenditures</b>	<b>16,096,447</b>	<b>21,445,811</b>	<b>23,465,844</b>
<b>Ending Fund Balance</b>	<b>11,140,700</b>	<b>9,251,473</b>	<b>10,089,777</b>
General Fund Reserve (30% of Op. Exp.)	4,355,354	5,399,470	5,835,127
Economic Uncertainty Reserve (Target 20% Op. Exp.)	\$ 2,903,569	\$ 3,599,647	\$ 3,890,085
<b>Total Reserves</b>	<b>\$ 7,258,923</b>	<b>\$ 8,999,117</b>	<b>\$ 9,725,212</b>
<b>Unassigned Fund Balance</b>	<b>\$ 3,881,777</b>	<b>\$ 252,356</b>	<b>\$ 364,565</b>
<b>Reserve as % of Total Op. Expenses</b>	46%	50%	50%

<sup>1</sup> Fund balances for the Revised Budget 2021-22 reflect audited FY 2020-21 ending balance and budgeted revenues and expenditures.

<sup>2</sup> Beginning Fund Balance reflects ending estimates that may not match ending 2021-22 revised budget

## Conclusion

The FY 2022-23 General Fund total budget expenditures total \$23.4 million and include a \$4 million contribution to CIP. The FY 2022-23 budgets in the Special Revenue and Capital Funds, Enterprise Funds, Debt Service Funds, and Internal Service Funds total \$30.9 million. The proposed 5-Year Capital Improvement Program (CIP) includes budgeted expenses of \$16.2 million for FY 2022-23.

The City has benefited from the stable local economy and the economic growth throughout San Mateo County, Silicon Valley and the Bay Area. The pandemic and economic downturn which had significant impacts on City revenue continue to turn around and showing significant economic rebounding. While it is believed that the economic downturn is coming to an end, the City is taking a conservative approach to the budget and has reflected this in the financial outlook for the 2022-23 Fiscal Year.

Some of the challenges that the City may face in the near future are:

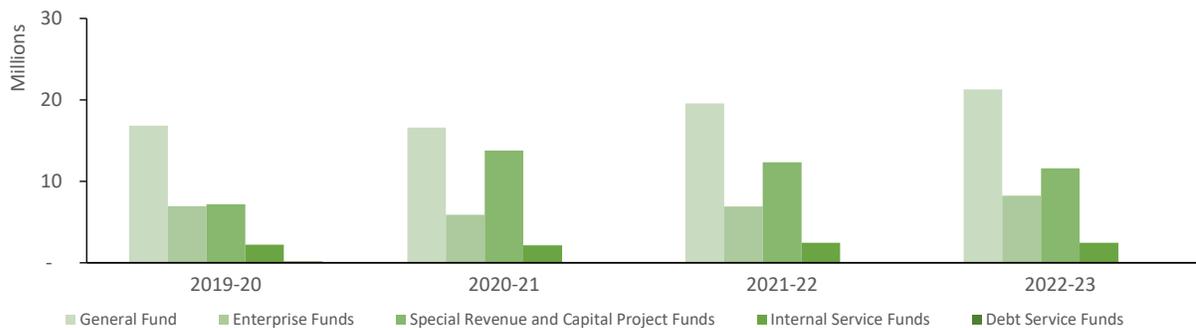
- Federal and State budget uncertainty add a potential threat to local governments. Various capital projects are expected to be funded by grant awards and could be eliminated if those grant programs are paused or discontinued.
- Capital improvements that will need to be funded by the City where revenue sources may not be adequate to continue funding them.
- Increased contractual costs. The City uses outside contractors extensively, including for police services.
- Increased pension costs.
- The continued economic downturn puts pressure on the City ability to maintain fiscal stability to continue to weather the recession.

Fiscal sustainability remains a high priority for Half Moon Bay. To that end, staff continues to project revenues and expenditures in a conservative manner. The City has two General Fund Reserves, one created in FY 2019-20 as the Economic Uncertainty Reserve with a target amount of 20% of the operating budget in addition to the existing General Fund Reserve (30%).



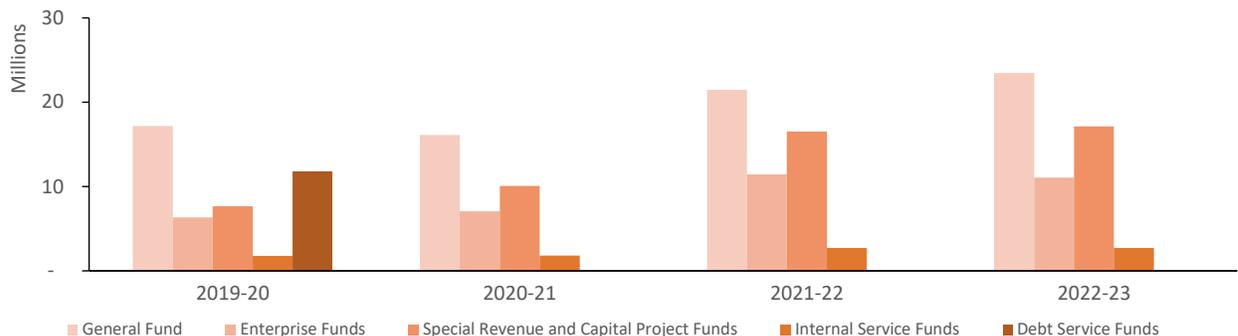
**City of Half Moon Bay  
FY 2022-23 Recommended Budget  
Summary of Revenue & Transfers by Fund**

FUND	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
<b>GENERAL FUND</b>	<b>16,827,803</b>	<b>16,601,802</b>	<b>19,556,584</b>	<b>21,297,021</b>
<b>ENTERPRISE FUNDS</b>				
Sewer Operating	6,402,723	5,871,902	6,709,625	8,033,506
Sewer Capital	525,788	992	179,957	213,816
<b>ENTERPRISE FUNDS</b>	<b>6,928,511</b>	<b>5,872,894</b>	<b>6,889,582</b>	<b>8,247,322</b>
<b>SPECIAL REVENUE FUNDS</b>				
Storm Drain Operating	60,332	(960)	3,962	2,500
Traffic Mitigation	249,927	29,381	86,726	90,500
Library Operation	100,170	(46)	191	100
Main Street Bridge	300,359	208,118	163,180	-
Gas Tax	535,255	511,136	513,091	548,000
Streets and Roads	1,463,440	3,489,130	2,350,324	131,200
Measure A	618,078	3,363,282	399,307	428,500
Park/Facilities Development	1,725,497	480,135	6,248,065	5,078,400
Affordable Housing	471,576	(8,233)	25,385	15,300
Public Facilities	586,657	224,367	1,554,169	3,018,619
Police Grants	172,712	155,182	162,094	162,800
Measure W	-	-	423,468	154,800
Lot Acquisition/Development	-	2,687,693	19,700	18,800
Capital General	660,298	2,462,347	302,896	1,539,200
Drainage Capital	196,299	155,646	40,695	392,500
Library Capital	43,391	44,858	29,771	3,500
<b>SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>7,183,991</b>	<b>13,802,035</b>	<b>12,323,024</b>	<b>11,584,719</b>
Vehicle Replacement	24,084	7,777	211,785	56,167
Equipment Replacement	439,017	609,254	520,778	548,981
Risk Management	723,666	489,463	652,130	679,163
Pension Stabilization	1,040,988	1,024,428	1,048,119	1,156,095
<b>INTERNAL SERVICE FUNDS</b>	<b>2,227,754</b>	<b>2,130,922</b>	<b>2,432,813</b>	<b>2,440,406</b>
Judgement Bonds - B	143,939	337	-	-
<b>DEBT SERVICE FUNDS</b>	<b>143,939</b>	<b>337</b>	<b>-</b>	<b>-</b>
<b>Total Other Funds</b>	<b>16,484,195</b>	<b>21,806,187</b>	<b>21,645,419</b>	<b>22,272,447</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 33,311,998</b>	<b>\$ 38,407,989</b>	<b>\$ 41,202,003</b>	<b>\$ 43,569,468</b>



**City of Half Moon Bay**  
**FY 2022-23 Recommended Budget**  
**Summary of Expenditures & Transfers by Fund**

FUND	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
<b>GENERAL FUND</b>	<b>17,149,915</b>	<b>16,096,447</b>	<b>21,445,811</b>	<b>23,465,844</b>
<b>ENTERPRISE FUNDS</b>				
Sewer Operating	5,952,968	6,171,761	6,689,339	7,199,706
Sewer Capital	393,315	880,184	4,749,706	3,861,465
<b>ENTERPRISE FUNDS</b>	<b>6,346,283</b>	<b>7,051,945</b>	<b>11,439,045</b>	<b>11,061,171</b>
<b>SPECIAL REVENUE FUNDS</b>				
Storm Drain Operating	2	-	-	-
Traffic Mitigation	111,538	15,720	46,944	35,888
Library Operation	(6,810)	-	-	-
Main Street Bridge	232,379	242,452	324,000	489,300
Gas Tax	295,162	282,295	95,000	66,432
Streets and Roads	1,438,357	3,599,775	3,448,839	1,216,855
Measure A	92,798	2,894,535	361,655	68,585
Park/Facilities Development	2,019,249	250,413	8,175,496	7,393,900
Affordable Housing	300,449	200,000	-	-
Public Facilities	792,756	92,244	1,912,035	3,406,619
Police Grants	110,092	86,035	200,000	200,000
Measure W	-	-	-	-
Lot Acquisition/Development	-	101,599	270,000	430,000
Capital General	1,506,082	2,243,541	1,055,686	2,586,900
Drainage Capital	777,127	45,117	619,228	1,217,159
Library Capital	-	(0)	-	-
<b>SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>7,669,179</b>	<b>10,053,726</b>	<b>16,508,883</b>	<b>17,111,638</b>
	-	-	-	-
Vehicle Replacement	152,504	84,465	204,567	44,067
Equipment Replacement	392,778	344,349	507,484	545,481
Risk Management	387,928	419,579	950,341	957,163
Pension Stabilization	851,761	959,543	1,041,748	1,152,095
<b>INTERNAL SERVICE FUNDS</b>	<b>1,784,972</b>	<b>1,807,936</b>	<b>2,704,141</b>	<b>2,698,806</b>
	-	-	-	-
Judgement Bonds - B	11,783,851	30,000	-	-
<b>DEBT SERVICE FUNDS</b>	<b>11,783,851</b>	<b>30,000</b>	<b>-</b>	<b>-</b>
	-	-	-	-
<b>Total Other Funds</b>	<b>27,584,284</b>	<b>18,943,607</b>	<b>30,652,069</b>	<b>30,871,615</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 44,734,200</b>	<b>\$ 35,040,054</b>	<b>\$ 52,097,880</b>	<b>\$ 54,337,459</b>



**City of Half Moon Bay  
FY 2022-23 Recommended Budget  
Transfers/Allocations Summary**

	<b>Budget Transfers In 2022-23</b>
<b>GENERAL FUND (101)</b>	
From Sewer Operating (201) - Admin Fee	524,180
<b>GENERAL FUND (101)</b>	<b>524,180</b>
<b>SEWER OPERATING (201)</b>	
From Sewer Capital (202) - Support Operations	3,005,962
<b>SEWER OPERATING (201)</b>	<b>3,005,962</b>
<b>STREETS AND ROADS (123)</b>	
From General Fund (101) - Capital Projects Funding	40,000
<b>STREETS AND ROADS (123)</b>	<b>40,000</b>
<b>PARKS/FACILITIES DEVELOPMENT (125)</b>	
From General Fund (101) - Capital Projects Funding	250,000
<b>PARKS/FACILITIES DEVELOPMENT (125)</b>	<b>250,000</b>
<b>PUBLIC FACILITIES (127)</b>	
From General Fund (101) - Capital Projects Funding	1,819,619
From Main Street Bridge (127) - Capital Projects Funding	489,300
<b>PUBLIC FACILITIES (127)</b>	<b>2,308,919</b>
<b>GENERAL CAPITAL FUND (151)</b>	
From General Fund (101) - Capital Projects Funding	1,530,800
<b>GENERAL CAPITAL FUND (151)</b>	<b>1,530,800</b>
<b>DRAINAGE CAPITAL (152)</b>	
From General Fund (101) - Capital Projects Funding	375,000
<b>DRAINAGE CAPITAL (152)</b>	<b>375,000</b>
<b>VEHICLE REPLACEMENT (301)</b>	
From General Fund (101)	28,378
From Sewer Operating (201)	15,314
From Streets & Roads (123)	272
From Storm Drain (152)	103
<b>VEHICLE REPLACEMENT (301)</b>	<b>44,067</b>
<b>EQUIPMENT FUND (302)</b>	
From General Fund (101)	351,272
From Sewer Operating (201)	189,566
From Streets & Roads (123)	3,369
From Storm Drain (152)	1,274
<b>EQUIPMENT FUND (302)</b>	<b>545,481</b>
<b>RISK MANAGEMENT FUND (303)</b>	
From General Fund (101)	423,191
From Sewer Operating (201)	228,378
From Streets & Roads (123)	4,059
From Storm Drain (152)	1,535
<b>RISK MANAGEMENT FUND (303)</b>	<b>657,163</b>
<b>PENSION STABILIZATION FUND (304)</b>	
From General Fund (101) - To fund unfunded liability payment	1,152,095
<b>PENSION STABILIZATION FUND (304)</b>	<b>1,152,095</b>
<b>GRAND TOTAL</b>	<b>10,433,667</b>

**City of Half Moon Bay  
FY 2022-23 Recommended Budget  
Fund Balances Summary**

	Projected Fund Balance 6/30/2022	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2023
<b>GENERAL FUND</b>					
101 General	12,258,600	\$ 21,297,021	\$ 23,465,844	\$ (2,168,823)	\$ 10,089,777
<b>ENTERPRISE FUNDS</b>					
201 Sewer Operating	(833,800)	8,033,506	7,199,706	833,800	0
202 Sewer Capital <sup>1</sup>	5,971,000	213,816	3,861,465	(3,647,649)	2,604,354
<b>Total Enterprise Funds</b>	<b>5,137,200</b>	<b>\$ 8,247,322</b>	<b>\$ 11,061,171</b>	<b>\$ (2,813,849)</b>	<b>2,604,354</b>
<b>SPECIAL REVENUE FUNDS</b>					
111 Storm Drain Operating	354,200	2,500	-	2,500	356,700
112 Traffic Mitigation	4,287,600	90,500	35,888	54,612	4,342,212
113 Library Operation	111,100	100	-	100	111,200
121 Main Street Bridge	489,300	-	489,300	(489,300)	-
122 Gas Tax	1,150,700	548,000	66,432	481,568	1,632,268
123 Streets and Roads	3,103,900	131,200	1,216,855	(1,085,655)	2,018,245
124 Measure A	1,202,000	428,500	68,585	359,915	1,561,915
125 Park/Facilities Development	3,483,400	5,078,400	7,393,900	(2,315,500)	1,167,900
126 Affordable Housing	2,181,600	15,300	-	15,300	2,196,900
127 Public Facilities	1,684,300	3,018,619	3,406,619	(388,000)	1,296,300
128 Police Grants	721,100	162,800	200,000	(37,200)	683,900
132 Measure W	425,400	154,800	-	154,800	580,200
133 Lot Acquisition/Development	2,175,000	18,800	430,000	(411,200)	1,763,800
151 Capital General	1,748,600	1,539,200	2,586,900	(1,047,700)	700,900
152 Drainage Capital	1,047,700	392,500	1,217,159	(824,659)	223,041
153 Library Capital	446,400	3,500	-	3,500	449,900
<b>Total Special Revenue and Capital Funds</b>	<b>24,612,300</b>	<b>\$ 11,584,719</b>	<b>\$ 17,111,638</b>	<b>\$ (5,526,919)</b>	<b>19,085,381</b>
<b>INTERNAL SERVICE FUNDS<sup>2</sup></b>					
301 Vehicle Replacement	273,200	56,167	44,067	12,100	285,300
302 Equipment Replacement	838,000	548,981	545,481	3,500	841,500
303 Risk Management	2,597,000	679,163	957,163	(278,000)	2,319,000
304 Retirement Stabilization Fund	1,470,000	1,156,095	1,152,095	4,000	1,474,000
<b>Total Internal Service Funds</b>	<b>5,178,200</b>	<b>\$ 2,440,406</b>	<b>\$ 2,698,806</b>	<b>\$ (258,400)</b>	<b>4,919,800</b>
<b>DEBT SERVICE FUNDS</b>					
142 Judgment Obligation Bond -Series B	6,400	-	-	-	6,400
<b>Total Debt Service Funds</b>	<b>6,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>6,400</b>
<b>Total Other Funds</b>	<b>\$ 34,934,100</b>	<b>\$ 22,272,447</b>	<b>\$ 30,871,615</b>	<b>\$ (8,599,168)</b>	<b>\$ 26,615,935</b>
<b>Total All Funds</b>	<b>\$ 47,192,700</b>	<b>\$ 43,569,468</b>	<b>\$ 54,337,459</b>	<b>\$ (10,767,991)</b>	<b>\$ 36,705,712</b>

<sup>1</sup> Final fund balance represents the portion of net assets that is unrestricted. This number does not include the non-cash value of fixed assets, construction in progress and equity in the Sewer Authority Mid-Coastside agency



# “Gann” Appropriations Limit

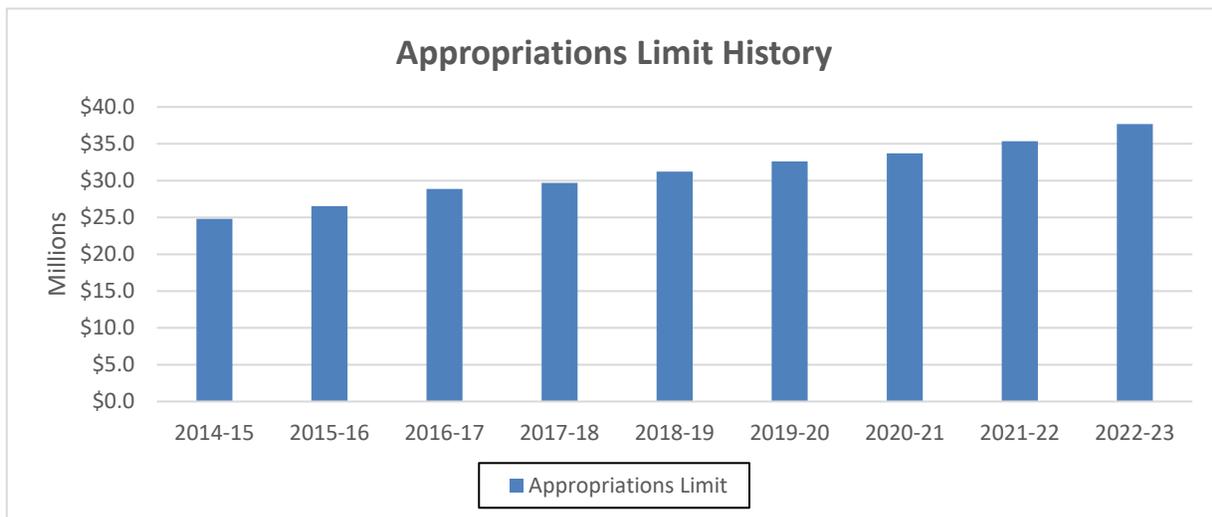
Article XIII B of the California State Constitution set an appropriations limit for governmental agencies. It became effective in Fiscal Year FY 1979-80 by passage of Proposition 4 (“The Gann Initiative”) and was modified by Proposition 111 in November 1989. With FY 1978-79 appropriations as the starting point, the limit is modified by the year-to-year changes both in per capita income and population, using the following alternative percentage changes for each:

- (1) Income growth -
  - a. California per capita personal income, or
  - b. Nonresidential assessed valuation due to new construction in the city.
- (2) Population growth -
  - a. City of Half Moon Bay, or
  - b. County of San Mateo.

Article XIII B also sets the guidelines as to what can be included in the appropriations limit, using “Proceeds of Taxes,” as defined in the Article, in the limit calculations. The City has remained well below the appropriations limit. It is unlikely that the limit will apply for fiscal year 2022-23.

## APPROPRIATIONS LIMIT CALCULATION FY 2022-23

FY 2021-22 Appropriation Limit	\$ 35,356,264
Per Capita Personal Income Growth	7.55%    1.0755 factor
Population Change	-.92%    0.9908 factor
Calculation of factor for FY 2022-23	1.0755 X .9908 = 1.0656054
<b>FY 2022-23 Appropriation Limit</b>	<b>\$ 37,675,826</b>



**RESOLUTION NO. C-2022-70**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA,  
ESTABLISHING THE APPROPRIATION LIMIT PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE  
XIII B, AND SECTION 7900 ET. SEQ OF THE CALIFORNIA GOVERNMENT CODE  
FOR FISCAL YEAR 2022-23**

**WHEREAS**, Article XIII B is an amendment to the California Constitution placing a restriction on the amount of proceeds of tax revenue which can be appropriated by state and local governments during a fiscal year; and

**WHEREAS**, the total appropriation subject to limitation shall not exceed the appropriation limit of the City of Half Moon Bay for the prior fiscal year, as adjusted for inflationary and population changes; and

**WHEREAS**, the City Council is required to elect which adjustment factors will be used to calculate the limit: (1) either the annual growth in California per capita personal income or the growth in non-residential assessed valuation due to new construction within the City, and (2) either the population growth in the City of Half Moon Bay or population growth in the County of San Mateo, as provided by the State Department of Finance; and

**WHEREAS**, the City Council has considered the matter at a regular scheduled City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby adopts the appropriations limit for the Fiscal Year 2022-23, as calculated in Exhibit A, and hereby determines the amount to be thirty-seven million, six hundred seventy-five thousand, eight hundred twenty-six dollars (\$37,675,826) for the City of Half Moon Bay, pursuant to Article XIII B of the California Constitution.

The City selected the following adjustment factors for the calculation of this amendment to the appropriations limit for the 2022-23 fiscal year: (1) the population factor of the City of Half Moon Bay; and (2) the Percentage Change in Per Capita Personal Income over prior year, which were provided by the State of California Department of Finance in May 2022.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21<sup>st</sup> day of June, 2022 by the City Council of Half Moon Bay by the following vote:

Ayes, Councilmembers:           Brownstone, Jimenez, Rarback, Ruddock  
Noes, Councilmembers:           \_\_\_\_\_

Absent, Councilmembers:       Penrose  
Abstain, Councilmembers:       \_\_\_\_\_

ATTEST:  
  
*Jessica Blair*  
\_\_\_\_\_  
Jessica Blair, City Clerk

APPROVED:  
  
*Debbie Ruddock*  
\_\_\_\_\_  
Debbie Ruddock, Mayor

**CITY OF HALF MOON BAY  
 FY 2022-23 BUDGET  
 (GANN) APPROPRIATIONS LIMIT CALCULATIONS**

**Appropriations Limit Worksheet**

	<u>Amount</u>	<u>Amount</u>
A LAST YEAR'S LIMIT	35,356,264	
B ADJUSTMENT FACTOR		
1. POPULATION	0.9908	STATE FINANCE
2. INFLATION	1.0755	STATE FINANCE
3. TOTAL ADJUSTMENT	1.0656054	(B1 x B2)
C ANNUAL ADJUSTMENT	2,319,562	(A x B3)
D OTHER ADJUSTMENTS	-	
E TOTAL ADJUSTMENTS	2,319,562	(C+D)
THIS YEAR'S LIMIT	<b>37,675,826</b>	(A+E)





# Personnel Summary



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## **Cabrillo Education Foundation (CEF)**

CEF is a non-profit organization that operates independently – but in partnership with – the Cabrillo Unified School District for the benefit of enriching educational excellence for the students attending our local public schools.

For FY 2021-22, CEF received a \$10,000 CSFA grant from the City to help fund the creation of the Community Resilience Hub (in partnership with ALAS and BGCC), which is a center located on the Cunha Intermediate School that will provide wrap-around services to students and families in the district.

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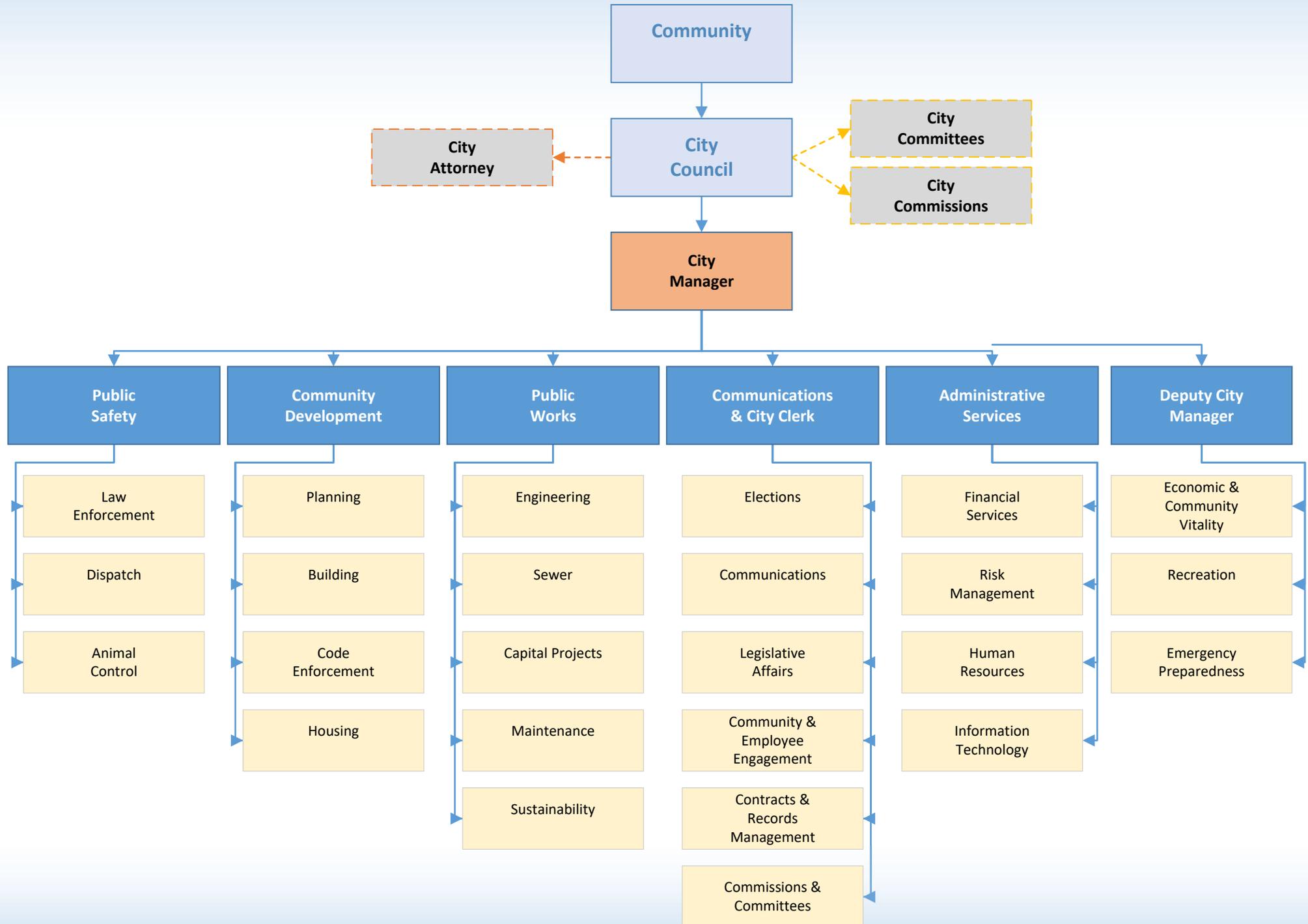


# Personnel Summary

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# City of Half Moon Bay Organizational Chart





# City of Half Moon Bay Executive Team



City Manager  
Bob Nisbet



City Attorney  
Catherine Engberg



Deputy City Manager  
Matthew Chidester



Communications/City Clerk  
Director Jessica Blair



Public Works Director  
John Doughty



Community Development  
Director Jill Ekas



Captain Andrew Armando  
San Mateo County Sheriff



Administrative Services  
Director Lisa Lopez

**City of Half Moon Bay  
FY 2022-23 Budget  
Personnel Summary**

Full-Time Equivalent	Actual 2019-20	Actual 2020-21	Revised 2021-22	Proposed 2022-23
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
City Clerk/Communications Director	1.00	1.00	1.00	1.00
Accounting Technician	3.00	2.00	3.00	3.00
Administrative Analyst	-	-	-	1.00
Administrative Assistant	3.00	3.00	3.00	3.00
Assistant City Clerk	-	-	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00
Assistant Planner	-	-	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00	1.00
Community Preservation Specialist	1.00	1.00	1.00	1.00
Community Services Manager <sup>1</sup>	-	-	-	1.00
Deputy City Clerk	1.00	1.00	-	-
Executive Assistant	1.00	-	1.00	1.00
Finance Manager	-	-	1.00	1.00
Housing Coordinator	-	-	1.00	1.00
Maintenance Assistant	-	-	1.00	1.00
Maintenance Worker (I/II)	5.00	4.00	4.00	4.00
Management Analyst	4.00	3.00	4.00	4.00
Permit Technician	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader	2.00	1.00	2.00	2.00
Senior Accountant	1.00	1.00	-	-
Senior Maintenance Worker	2.00	2.00	2.00	2.00
Senior Management Analyst	3.00	3.00	3.00	3.00
Senior Planner	1.00	1.00	1.00	1.00
<b>Total Regular Fulltime Employees</b>	<b>42.00</b>	<b>37.00</b>	<b>43.00</b>	<b>45.00</b>

FTE Count does not include limited term employees or council members

*1 - Full job description and title pending at budget adoption date*

**City of Half Moon Bay  
FY 2022-23 Budget  
Staffing Level Summary**

Fund - Function	Actual 2019-20	Actual 2020-21	Revised Budget 2021-22	Proposed 2022-23
<b>GENERAL FUND</b>				
<b>General Administration</b>	<b>13.70</b>	<b>11.45</b>	<b>14.05</b>	<b>14.15</b>
<b>Community Development</b>				
Administration	1.40	2.40	2.55	2.55
Planning Services	3.80	3.25	3.65	3.65
Building and Code Enforcement	1.55	1.05	1.50	1.50
Total Community Development	<b>6.75</b>	<b>6.70</b>	<b>7.70</b>	<b>7.70</b>
<b>Public Works</b>				
Administration	2.40	2.65	2.80	2.80
Engineering	2.15	1.35	1.90	1.90
Facilities Maintenance	5.55	5.25	6.80	6.80
Total Public Works	<b>10.10</b>	<b>9.25</b>	<b>11.50</b>	<b>11.50</b>
<b>Recreation Services</b>				
Parks/Recreation	3.55	2.30	3.20	3.20
Community Services	1.35	1.60	1.30	3.20
Total Recreation Services	<b>4.90</b>	<b>3.90</b>	<b>4.50</b>	<b>6.40</b>
<b>Total FTE by General Fund</b>	<b>35.45</b>	<b>31.30</b>	<b>37.75</b>	<b>39.75</b>
<b>OTHER FUNDS</b>				
201 - Sewer Operating	2.00	2.55	2.50	2.50
123 - Streets & Roads	1.45	1.45	0.80	0.80
124 - Measure A	0.70	0.75	0.50	0.50
152 - Storm Drains	0.35	0.40	0.25	0.25
125 - Parks Facilities	0.15	0.05	-	-
127 - Public Facilities	0.80	-	-	-
302 - Equipment Fund	0.15	0.05	0.55	0.55
303 - Risk Management	0.95	0.45	0.65	0.65
<b>Total By Other Funds</b>	<b>6.55</b>	<b>5.70</b>	<b>5.25</b>	<b>5.25</b>
City Council	5.00	5.00	5.00	5.00
<b>Total Staffing Levels</b>	<b>47.00</b>	<b>42.00</b>	<b>48.00</b>	<b>50.00</b>

1 - Full job description and title pending at budget adoption date

**City of Half Moon Bay  
FY 2022-23 Budget  
Staffing Level by Service Area**

Division	FY 2020-21	Net Change	Revised FY 2021-22	Net Change	Proposed FY 2022-23
City Council	5.00	-	5.00	-	5.00
City Manager's Office	2.40	1.20	3.60	-	3.60
City Clerk	1.55	-	1.55	-	1.55
Communications	1.40	-	1.40	-	1.40
Finance	4.35	0.30	4.65	0.10	4.75
Human Resources	0.25	1.15	1.40	(0.10)	1.30
Administrative Services	1.00	(0.25)	0.75	-	0.75
Information Technology	0.05	0.50	0.55	-	0.55
General Liability	0.45	0.20	0.65	-	0.65
Emergency Services	0.50	0.20	0.70	0.10	0.80
Public Works - Administration	2.65	0.15	2.80	-	2.80
Engineering	1.35	0.55	1.90	-	1.90
Maintenance	5.25	1.55	6.80	-	6.80
Parks and Recreation	2.30	0.90	3.20	-	3.20
Community Services	1.60	(0.30)	1.30	1.90	3.20
Planning Services	3.25	0.40	3.65	-	3.65
Building and Code Enforcement	1.05	0.45	1.50	-	1.50
Community Development - Administration	2.40	0.15	2.55	-	2.55
Sewer Operations	2.55	(0.05)	2.50	-	2.50
Other	2.65	(1.10)	1.55	-	1.55
<b>Total FTE</b>	<b>42.00</b>	<b>6.00</b>	<b>48.00</b>	<b>2.00</b>	<b>50.00</b>

**Changes in Staffing**

The FY2022-23 recommended budget includes 2 additional FTEs. The positions are shown below:

Community Services Manager

Administrative Analyst



# General Fund



# Coastal Arts League

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## Coastal Arts League

The Coastal Arts League operates a non-profit public art gallery in Half Moon Bay.

For FY 2021-22, Coastal Arts League received a \$5,000 CSFA grant from the City to help fund the Public Art Gallery

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# General Fund

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# General Fund Overview

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The General Fund is the primary operating fund of the City and is used to account for day-to-day activities. It receives unrestricted revenue and provides City general administrative services, public safety, and land development – related activities.

All general tax revenue and other revenues that are not allocated by law or contractual agreement to other funds are accounted for in this fund. The General Fund is an unrestricted fund, and its resources can be used for any City service or governmental purpose.

The City's major revenue sources for the General Fund are transient occupancy (hotel) taxes, sales and property taxes, charges for services and other revenue.

The General Fund provides for the cost of operating City government and includes the City Attorney, City Clerk, City Council, City Manager, Finance, Risk Management, Human Resources, Information Technology, Emergency Services Operations, Public Safety, Planning Services, Building and Code Enforcement, Engineering, Facilities Maintenance, and Recreation Services. In addition, General Fund expenditures include capital projects and reserve funding.

The City provides services to the community using a combination of City staff, programs, and contract services. The Community Development, Public Works, Engineering, Building, Administrative Services, Communications/City Clerk and City Manager departments consist primarily of City staff. This work is supplemented by contracts with other government agencies and service providers that provide the City with Animal Control, Building Inspection, Building Permit Processing including plan check, Dispatch, Engineering, Information Technology, Janitorial, Law Enforcement, Legal Services, Library Operations, and limited Landscaping Maintenance services.

## **BUDGET OVERVIEW**

The General Fund budget for FY 2022-23 is \$21.3 million in revenue and \$19.4 million in operating expenditures, excluding capital and non-operating transfers. This will generate an initial operational surplus of \$1.9 million in the FY 2022-23 General Fund budget. The City continues to invest back to the community by funding its Capital Improvement Program, including contributions from the General Fund. The FY 2022-23 General Fund contribution to the Capital Program is \$4 million. The reserves are projected to be \$9.7 million on June 30, 2023, representing an increase of \$726 thousand from June 30, 2022.

## **GENERAL FUND REVENUES**

Unlike appropriations that can be established at the direction of the City, many key revenue sources are controlled by external forces to the City. For instance, property tax revenue varies with real estate values, and development-related revenue is affected by the volume and type of building permits and plan check requests. Sales tax and transient occupancy tax (TOT) revenues are subject to local and national economic cycles, businesses' decision to locate in the community and travel activity of businesses and tourists.

Three sources make up almost 72% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax. These revenues are projected to increase by 13% over the FY 2021-22 budget. All other revenues with some exceptions are estimated to stay stagnant.

General Fund revenue overall is projected to come in higher than the current year’s budget by 8.9%, as the economy continues to improve following the recession caused by the pandemic.

Key general fund revenue categories are further described below:

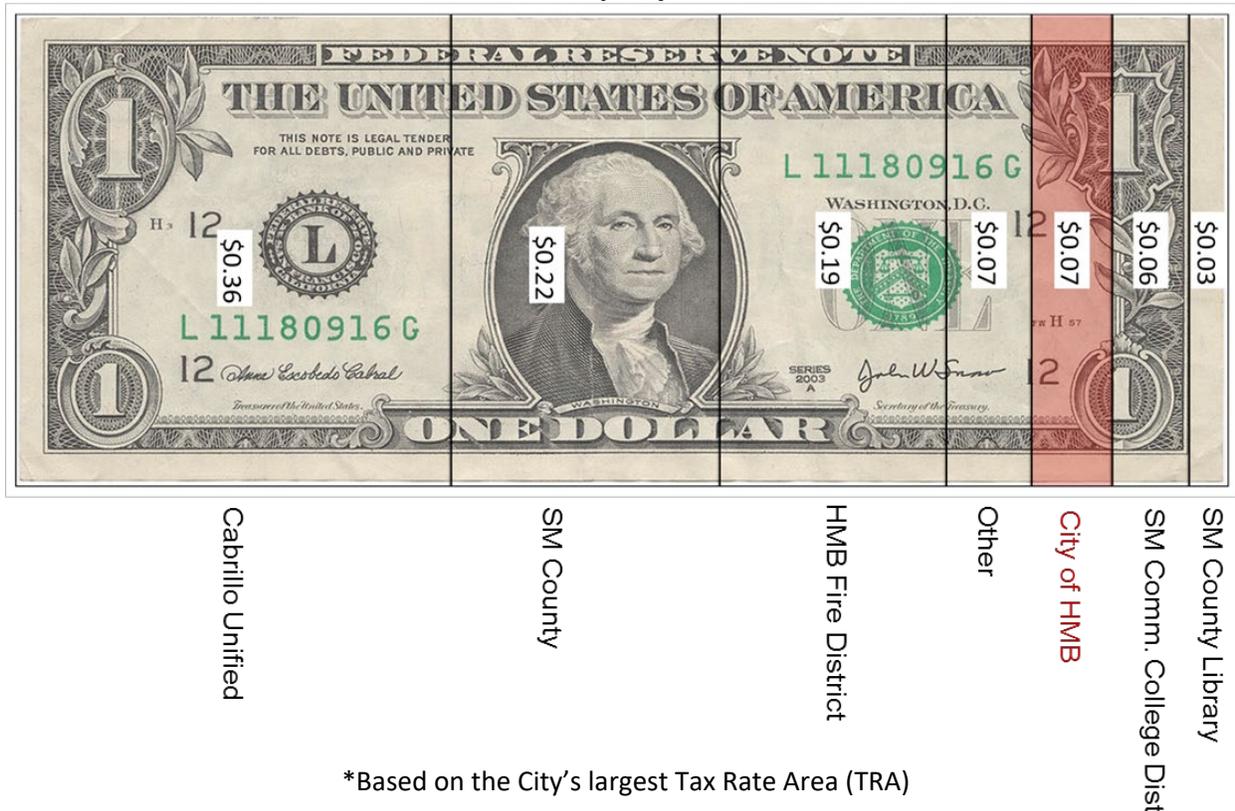
**Transient Occupancy Taxes (TOT)**

Transient occupancy taxes are assessed on The City’s thirteen hotels, motels, bed & breakfast establishments, and three campgrounds at a rate of 15%, generating the City’s largest source of revenue. Prior to 2020, TOT revenue had increased at a healthy rate for a significant amount each year. Following the start of the pandemic however, TOT revenue has increased significantly since FY 2021-22. Occupancy has fallen to near zero but is anticipated to increase as stay at home orders are lifted.

**Property tax**

Property tax is the City’s second largest revenue source. Property tax revenue is collected and distributed by the County of San Mateo based on applying the constitutionally limited tax rate of 1% to the assessed value of certain secured and unsecured properties as determined by the County Assessor.

**Where Do Property Taxes Go? \***



\*Based on the City’s largest Tax Rate Area (TRA)

The City considers the historical rate of changes and potential economic conditions when forecasting property tax revenue. Property tax revenue shows increases based on figures from the San Mateo County Assessor's Office.

This revenue includes the distributions of excess Educational Revenue Augmentation Fund (ERAF) at 50% of the historic distribution level due to the uncertain nature of these revenues.

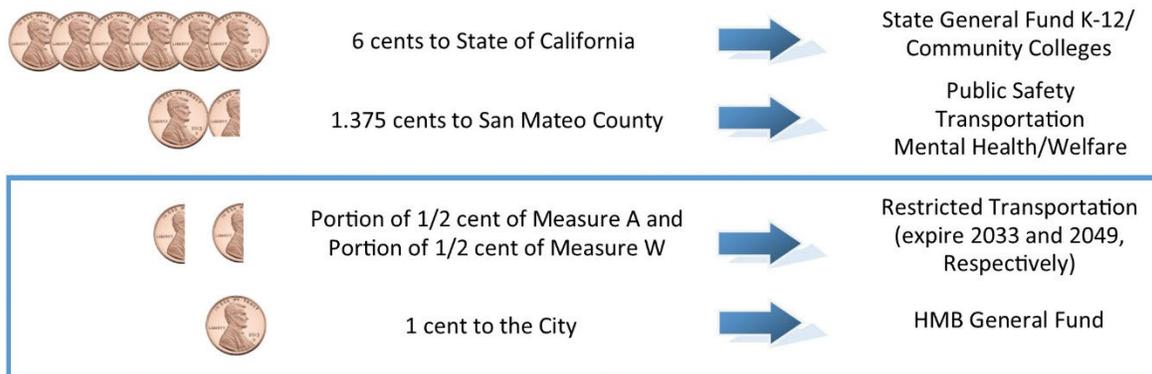
### Sales and Use Tax

The Sales Tax is currently the City's third largest revenue source. Sales tax is collected by the State Board of Equalization against tangible items. The local portion is distributed to cities and counties based on the location of the sale. The City of Half Moon Bay receives 1¢ on every \$1 purchase as listed in the chart below.

#### Where Do Sales Taxes Go?

### 2022 San Mateo County Sales Tax Rate = 9.375%

Each \$1 purchase = \$0.09375%



Most of Half Moon Bay Sales Tax is generated from three major economic sectors, listed below. Approximately 73% of the City's total sales tax is generated from twenty-five businesses.

- Food (grocery, restaurants) – 45%
- General Retail – 16%
- Transportation (car sales, gas station) – 22%
- Other – 17%

The City's sales tax revenues are expected to increase steadily as COVID-19 related restrictions ease.

## **Other Taxes**

Other taxes include franchise fees assessed on franchise agreements with utility companies, and business license registration taxes that are being assessed on all businesses operating within the City limits.

## **Charges for Services**

Cost of Services fees are revised on an annual basis based on a comprehensive review of actual cost. This revenue source is approximately 3.5% of General Fund revenue.

The City's current user fees and deposit amounts were established through a fee study in 2017, prepared in accordance with State law, that was approved and accepted by City Council. Annually, Finance staff will provide an update to City Council. The purpose of this update is to affirm and update certain Administrative, Building, Public Works, Planning, and Public Safety fees. Most of the fees were set at or about 100-percent cost recovery.

## **Other Revenues**

This revenue category includes San Mateo County reimbursement relating to unfunded pension liability for safety personnel that the City pays directly to CalPERS, golf fees per the development agreement with Ocean Colony and parking fees.

## **GENERAL FUND EXPENDITURES**

The FY 2022-23 General Fund total expenditure budget is \$23.4 million, which includes \$19.4 million in operating expenditures and \$4 million in capital transfers to fund the City's FY 2022-23 Capital Improvement Program. This is an increase of \$2 million or 9.4% of the revised FY 2021-22 budget.

## **TRANSFERS FOR CAPITAL PROJECT FUNDS**

The General Fund makes contributions to the City's Capital Improvement Plan (CIP) that is budgeted in various Special Revenues and Capital Funds.

Staff always strives to identify probable funding sources for projects and explore outside funding sources whenever possible. These include Federal and State Grants, County contributions, Gas Tax, and various other tax measures. When no external sources of funding can be identified, General Funds are allocated to help cover the cost of projects.

The proposed 5-Year Capital Improvement Program (CIP) has a total FY 2022-23 budget of \$16.2 million, which includes a \$4 million contribution from the General Fund. Additional information on the CIP can be found in the FY 2022-27 CIP Budget document.

## **RESERVES AND ASSIGNED FUNDS**

The City's Fund Balance Policy identifies fund balances (or reserves) as falling into the following categories: Restricted, Committed, Assigned or Unassigned. In accordance with GASB Statement

No. 54 requirements and the City policy, the Council established the following designations for General Fund Committed Fund Balances:

- Operating Contingency Reserve of 30% of annual expenditures (\$5.8 million)
- Economic Uncertainty Reserve of 20% of annual expenditure (\$3.9 million)

The General Fund balance components are detailed in the table below. The City will have a balanced budget for FY 2022-23 with \$364 thousand as unassigned fund balance.

**GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)**

Designations	Actual 2020-21	Revised Budget 2021-22 <sup>1</sup>	Recommended Budget 2022-23 <sup>2</sup>
<b>Beginning Fund Balance</b>	\$ 10,634,152	\$ 11,140,700	\$ 12,258,600
<b>Total Revenue</b>	16,602,996	19,556,584	21,297,021
Net Operating Expenditures	12,728,657	16,126,692	17,495,489
Operating Transfers	1,789,189	1,871,542	1,954,936
<b>Total Operating Expenditures</b>	<b>14,517,846</b>	<b>17,998,234</b>	<b>19,450,425</b>
Capital Transfers	1,578,601	3,447,577	4,015,419
<b>Total Expenditures</b>	<b>16,096,447</b>	<b>21,445,811</b>	<b>23,465,844</b>
<b>Ending Fund Balance</b>	<b>11,140,700</b>	<b>9,251,473</b>	<b>10,089,777</b>
General Fund Reserve (30% of Op. Exp.)	4,355,354	5,399,470	5,835,127
Economic Uncertainty Reserve (Target 20% Op. Exp.)	\$ 2,903,569	\$ 3,599,647	\$ 3,890,085
<b>Total Reserves</b>	<b>\$ 7,258,923</b>	<b>\$ 8,999,117</b>	<b>\$ 9,725,212</b>
<b>Unassigned Fund Balance</b>	<b>\$ 3,881,777</b>	<b>\$ 252,356</b>	<b>\$ 364,565</b>
<b>Reserve as % of Total Op. Expenses</b>	46%	50%	50%

<sup>1</sup> Fund balances for the Revised Budget 2021-22 reflect audited FY 2020-21 ending balance and budgeted revenues and expenditures.

<sup>2</sup> Beginning Fund Balance reflects ending estimates that may not match ending 2021-22 revised budget

The General Fund Reserve provides funds for the City to cover unexpected and sharp drops in revenues due to the economy, emergency events and other unanticipated expenditures and events. The City’s policy requires this reserve to be 30% of budgeted annual operating expenditures. In calculating the FY 2022-23 general fund reserves, staff included operating transfers in the expenditures figures and set aside \$5.8 million for this purpose.

The assigned Economic Uncertainty Reserve is new as of FY 2019-20 and was created in preparation for the next recession. The reserve requires 20% of budgeted annual operating expenditures. The FY 2022-23 budget provides \$3.9 million for this reserve.

Altogether, General Fund projected fund balance of \$9.7 million represents 50% (vs 50% in the FY 2021-22 budget) of operating General Fund expenditures.



**City of Half Moon Bay  
FY 2022-23 Recommended Budget  
General Fund Summary**

	Actual 2020-21	Revised Budget 2021-22	Recommended 2022-23
Revenue	\$ 16,602,996	19,556,584	\$ 21,297,021
Operating Expenditures	(12,728,657)	(16,126,692)	(17,495,489)
General Fund Transfers Out- Operating	(1,789,189)	(1,871,542)	(1,954,936)
<b>Excess of Operating Revenue Over/(Under) Expenditures</b>	<b>2,085,149</b>	<b>1,558,350</b>	<b>1,846,596</b>
General Fund Transfers Out - Capital (CIP)	(1,578,601)	(3,447,577)	(4,015,419)
<b>Net Change to General Fund</b>	<b>506,548</b>	<b>(1,889,227)</b>	<b>(2,168,823)</b>
Beginning Total Fund Balance	10,634,152	11,140,700	12,258,600
Ending Fund Balance	11,140,700	9,251,473	10,089,777
Reserves			
General Fund Reserve	4,355,354	5,399,470	5,835,127
Economic Uncertainty Reserve	2,903,569	3,599,647	3,890,085
<b>Unassigned Fund Balance</b>	<b>\$ 3,881,777</b>	<b>\$ 252,356</b>	<b>\$ 364,565</b>

**Excess Revenue Over/(Under) Expenditures**

There is an operational surplus of \$1.8 million but a total deficit in the FY 2022-23 budget of \$2.1 million. The deficit is mitigated from use of the unassigned fund balance to support reinvestment into capital projects.

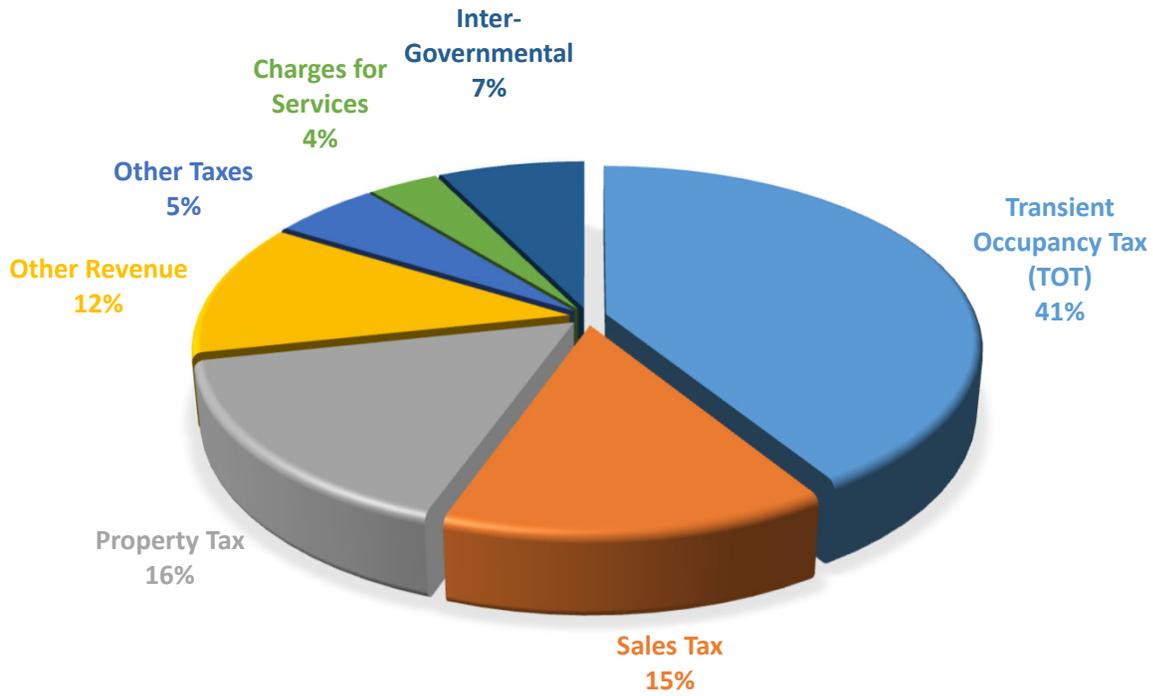
**Assigned Reserves for FY 2022-23**

Beginning in FY 2019-20, the City created an Economic Uncertainty Reserve targeted at 20% of budgeted annual operating expenditures. In addition with the operating reserve, general fund reserves are funded at 50% of total operating expenditures for FY2022-23 at \$9.7 million.

**City of Half Moon Bay**  
**FY 2022-23 Budget**  
**General Fund Revenue Detail**

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
<b>Taxes</b>				
Transient Occupancy Tax	5,291,821	4,817,532	7,200,000	8,752,000
Property Tax	3,674,590	3,586,408	3,349,286	3,436,620
Sales & Use Tax	3,104,373	2,763,035	2,983,400	3,058,600
Franchise Fees and Tax	825,066	707,353	838,900	836,800
Business License Tax	291,790	301,754	314,000	301,000
<b>Total Taxes</b>	<b>13,187,642</b>	<b>12,176,082</b>	<b>14,685,586</b>	<b>16,385,020</b>
<b>Intergovernmental</b>				
Relief Grants	-	-	1,546,805	1,546,805
Dept of Motor Vehicles Fees	9,997	9,117	-	14,220
State Reimbursements (POST/SB90)	-	-	-	-
<b>Total Intergovernmental</b>	<b>9,997</b>	<b>9,117</b>	<b>1,546,805</b>	<b>1,561,025</b>
<b>Charges for Services</b>				
Building Permits	308,704	374,180	200,000	200,000
Engineering & Planning Fees	593,047	324,151	248,658	300,488
Police Services	159,631	112,651	108,634	82,885
Recreation Services	119,372	88,028	155,013	169,000
Other	-	-	-	-
<b>Total Charges for Services</b>	<b>1,180,755</b>	<b>899,011</b>	<b>712,305</b>	<b>752,373</b>
<b>Other Revenue</b>				
Grants	45,000	169,487	25,000	5,000
Other Fees	252,556	17,403	88,590	391,996
Golf Fees	328,864	546,415	546,000	550,000
Interest	197,765	106,322	87,700	88,071
Parking	165,569	351,150	350,000	379,158
County Credit Reimbursement	556,649	1,797,892	1,003,202	660,198
Allocation In from Other Funds	903,006	528,923	511,395	524,180
<b>Total Other Revenues</b>	<b>2,449,409</b>	<b>3,517,592</b>	<b>2,611,887</b>	<b>2,598,603</b>
Ongoing General Fund Revenue <sup>1</sup>	16,827,803	16,601,802	17,619,194	19,750,216
<b>Total General Fund Revenue</b>	<b>\$ 16,827,803</b>	<b>\$ 16,601,802</b>	<b>\$ 19,556,584</b>	<b>\$ 21,297,021</b>

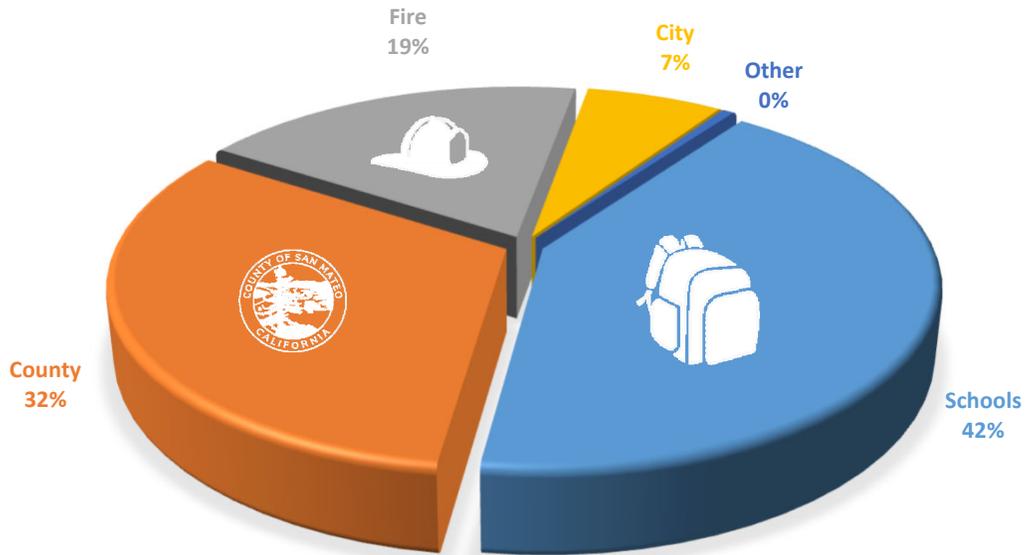
**City of Half Moon Bay  
FY 2022-23 Budget  
General Fund Revenue**



Transient Occupancy Tax (TOT)	\$8,752,000
Sales Tax	3,058,600
Property Tax	3,436,620
Other Revenue	2,598,603
Other Taxes	1,137,800
Charges for Services	752,373
Inter-Governmental	1,561,025
<b>Total FY 2022-23 Budget</b>	<b><u>\$ 21,297,021</u></b>

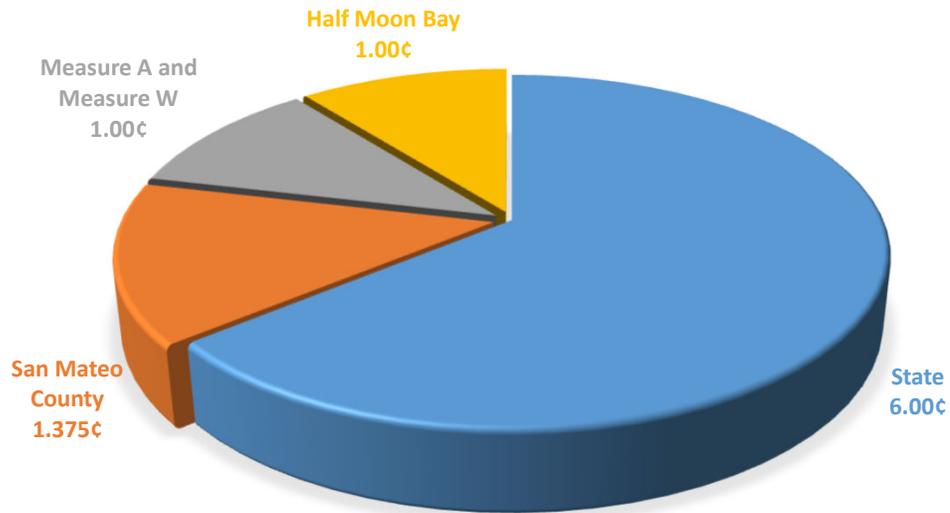
The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 72% of total General Fund Revenue.

**City of Half Moon Bay  
FY 2022-23 Budget  
Property Tax Revenue**



The City of Half Moon Bay is a low property tax city with a 7% share of Property Taxes.

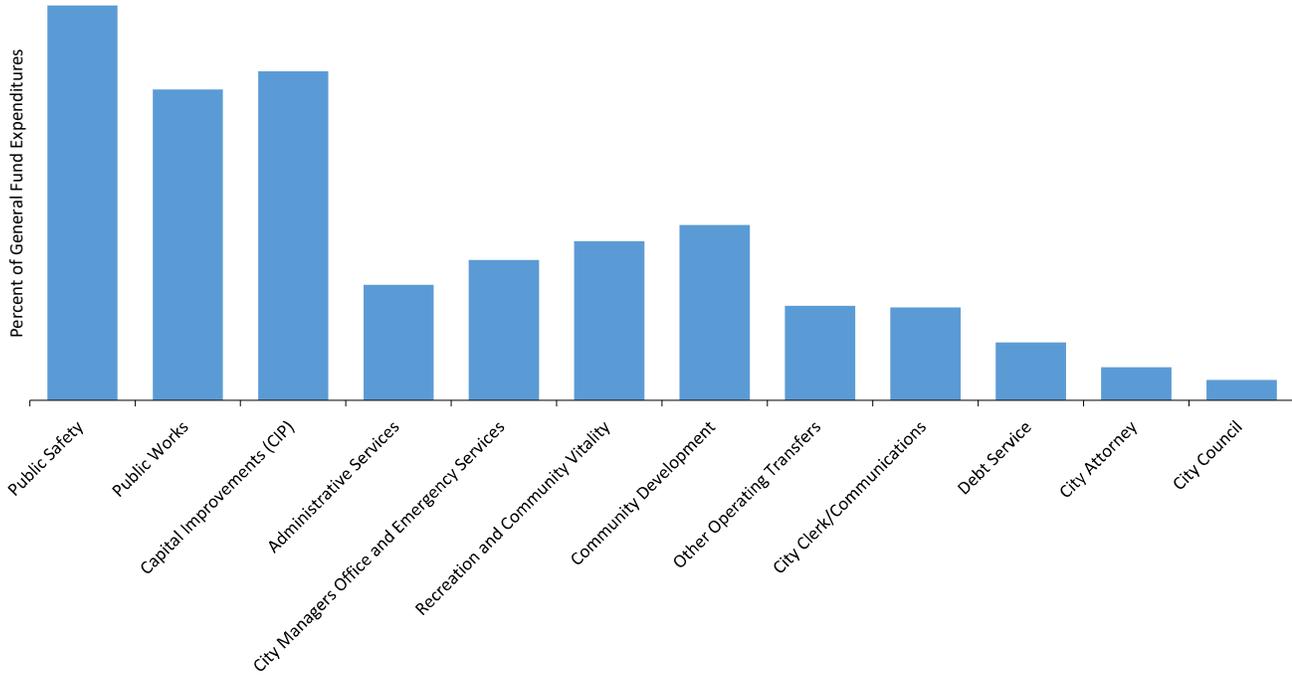
City of Half Moon Bay  
 FY 2022-23 Budget  
 Sales Tax Revenue (9.375%)



Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 73.3% of total Sales Tax is generated from twenty-five businesses.

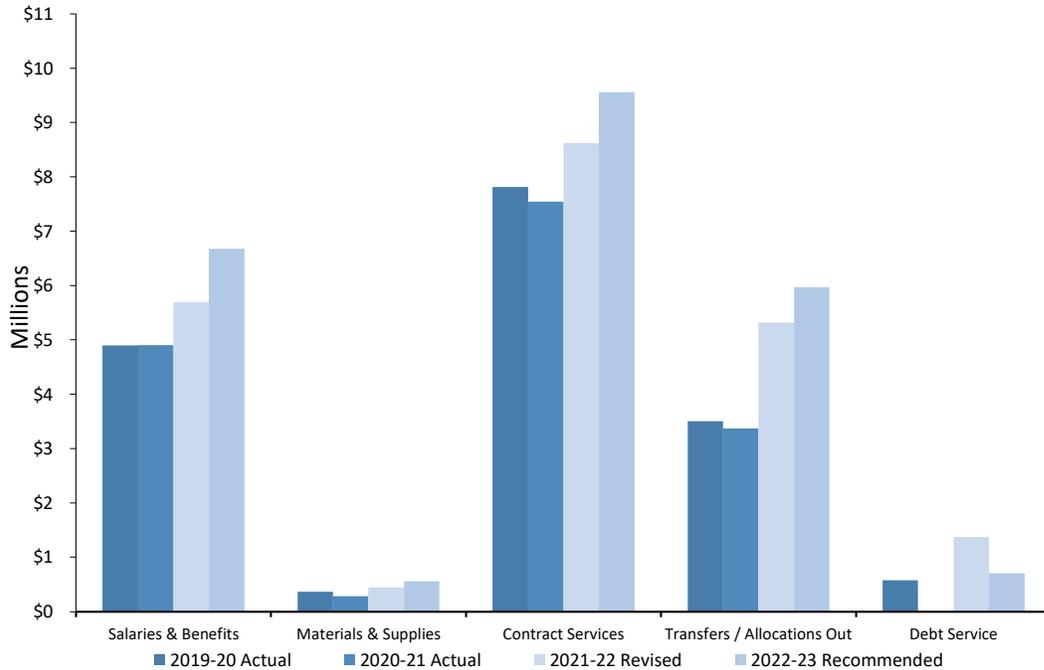
Food (grocery, restaurants)	45%
General Retail	16%
Transportation (car sales, gas stations)	22%
Other	17%
	100%

**City of Half Moon Bay  
FY 2022-23 Budget  
General Fund Expenditures**



Public Safety	\$	4,819,699
Public Works	\$	3,793,983
Capital Improvements (CIP)	\$	4,015,419
Administrative Services	\$	1,407,389
City Managers Office and Emergency Services	\$	1,710,178
Recreation and Community Vitality	\$	1,940,553
Community Development	\$	2,137,393
Other Operating Transfers	\$	1,152,095
City Clerk/Communications	\$	1,131,796
Debt Service	\$	704,410
City Attorney	\$	404,250
City Council	\$	248,677
<b>Total FY 2022-23 Budget</b>	<b>\$</b>	<b><u>23,465,844</u></b>

**City of Half Moon Bay  
FY 2022-23 Budget  
General Fund Expenditures Trend - By Type**



Expenditures	2019-20 Actual	2020-21 Actual	2021-22 Revised	2022-23 Recommended	\$ Change	% Change
Salaries & Benefits	\$ 4,895,579	\$ 4,903,424	\$ 5,694,307	\$ 6,675,818	\$ 981,511	17.2%
Materials & Supplies	\$ 364,239	\$ 283,391	\$ 437,639	\$ 557,339	\$ 119,700	27.4%
Contract Services	\$ 7,811,790	\$ 7,541,842	\$ 8,623,060	\$ 9,557,922	\$ 934,862	10.8%
Transfers / Allocations Out	\$ 3,505,621	\$ 3,367,790	\$ 5,319,119	\$ 5,970,355	\$ 651,236	12.2%
Debt Service	\$ 572,686	\$ -	\$ 1,371,686	\$ 704,410	\$ (667,276)	-48.6%
<b>Total General Fund Exp.</b>	<b>\$ 17,149,915</b>	<b>\$ 16,096,447</b>	<b>\$ 21,445,811</b>	<b>\$ 23,465,844</b>	<b>\$ 2,020,033</b>	<b>9.4%</b>

**Salaries and Benefits**

Through a combination of reinstated positions previously frozen, the addition of two FTEs, and merit increases, the City anticipates an increase of \$981 K.

**Contract Services**

Increases to this category include rising costs in these existing expenses: sheriff services, coastal clean-up, engineering/planning services. New costs in this category include a CARES program funding, a feasibility study and community lending analysis.

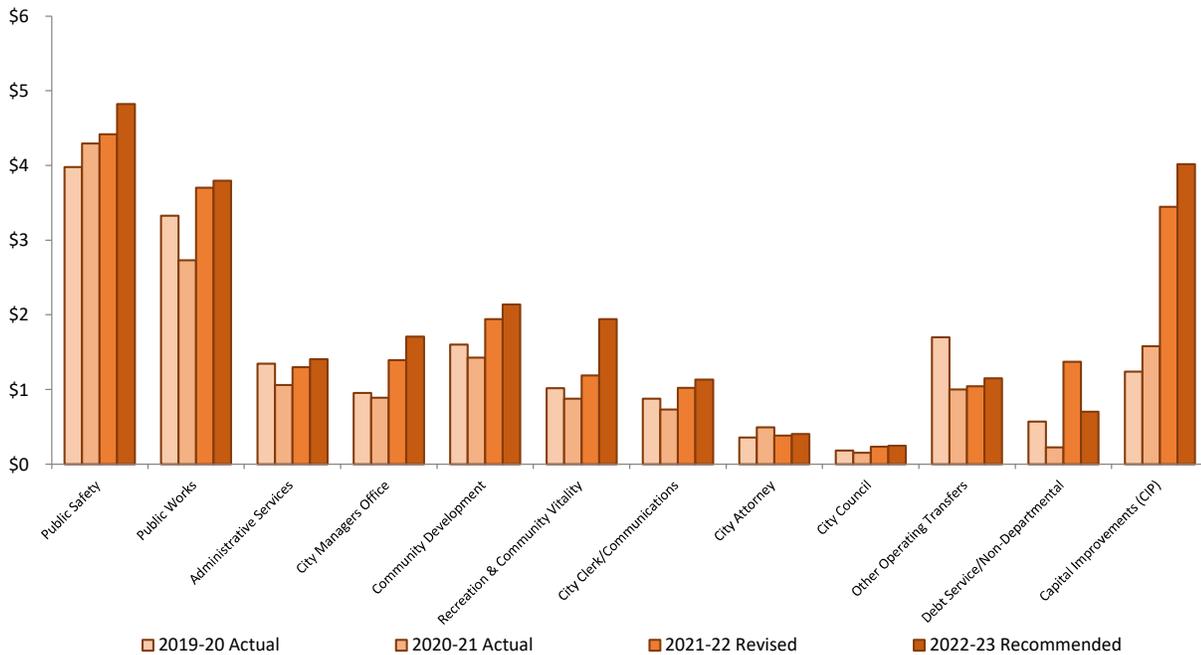
**Transfers**

Transfers include Capital Improvement Program (CIP) funding, debt service, and reserve funding.

**Debt Service**

In FY 2021-22, the City made a double payment to the library loan resulting in a total debt service payment of \$1.3 million. In FY 2022-23 the City returns to the original debt schedule resulting in \$667 K relieved from the budget.

**City of Half Moon Bay  
FY 2022-23 Budget  
General Fund Expenditures Trend - By Department**



Expenditures	2019-20 Actual	2020-21 Actual	2021-22 Revised	2022-23 Recommended	\$ Change	% Change
Public Safety	3,977,736	4,294,162	4,415,492	4,819,699	\$ 404,207	9.2%
Public Works	3,326,536	2,728,471	3,700,707	3,793,983	\$ 93,276	2.5%
Administrative Services	1,344,104	1,059,502	1,300,347	1,407,389	\$ 107,042	8.2%
City Managers Office	953,123	888,697	1,394,157	1,710,178	\$ 316,021	22.7%
Community Development	1,601,384	1,426,739	1,941,025	2,137,393	\$ 196,369	10.1%
Recreation & Community Vitality	1,018,568	875,708	1,189,171	1,940,553	\$ 751,382	63.2%
City Clerk/Communications	875,988	731,953	1,024,192	1,131,796	\$ 107,604	10.5%
City Attorney	357,900	496,329	385,000	404,250	\$ 19,250	5.0%
City Council	182,160	152,325	234,710	248,677	\$ 13,968	6.0%
<b>Departmental Expense Subtotal</b>	<b>13,637,498</b>	<b>12,653,885</b>	<b>15,584,800</b>	<b>17,593,920</b>	<b>\$ 2,009,120</b>	<b>12.9%</b>
Other Operating Transfers	1,698,981	1,000,000	1,041,748	1,152,095	\$ 110,347	10.6%
Debt Service/Non-Departmental	572,686	226,305	1,371,686	704,410	\$ (667,276)	-48.6%
<b>Operating Expenses Subtotal</b>	<b>15,909,165</b>	<b>13,880,190</b>	<b>17,998,234</b>	<b>19,450,425</b>	<b>\$ 1,452,191</b>	<b>8.1%</b>
Capital Improvements (CIP)	1,240,751	1,578,601	3,447,577	4,015,419	\$ 567,842	16.5%
<b>Total General Fund Exp.</b>	<b>17,149,916</b>	<b>15,458,791</b>	<b>21,445,811</b>	<b>23,465,844</b>	<b>\$ 2,020,033</b>	<b>9.4%</b>

**Public Safety**

This department does not include any programmatic changes and is experiencing rising costs in existing contracts such as patrol services and dispatch.

**City Manager's Office**

The increase in this department is for the support of the new CARES program, grants and potentially annexation.

**Recreation & Community Services**

With the restructure and creation of the Economic and Community Vitality division, this increase is primarily from the addition of two FTEs, increases to the CSFA grants, and a feasibility study.

**Debt Service**

In FY 2021-22, the City made a double payment to the library loan resulting in a total debt service payment of \$1.3 million. In FY 2022-23 the City returns to the original debt schedule resulting in \$667 K relieved from the budget.

**City of Half Moon Bay  
FY 2022-23 to FY 2027-28  
General Fund Projections**

	2021-22 Revised	2022-23 Recommended	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast
<b>REVENUES</b>							
Transient Occupancy Tax	7,200,000	8,752,000 21.6%	9,189,600 5.0%	9,373,392 2.0%	9,560,860 2.0%	9,752,077 2.0%	9,947,119 2.0%
Property Taxes	3,349,286	3,436,620 2.6%	3,530,550 2.7%	3,631,930 2.9%	3,736,351 2.9%	3,843,904 2.9%	3,954,683 2.9%
Sales & Use Tax	2,983,400	3,058,600 2.5%	3,179,900 4.0%	3,292,000 3.5%	3,397,100 3.2%	3,495,100 2.9%	3,586,000 2.6%
Total Other Taxes	1,152,900	1,137,800 -1.3%	1,137,800 0.0%	1,159,688 1.9%	1,182,043 1.9%	1,204,874 1.9%	1,228,194 1.9%
Other Revenue	2,933,608	3,365,196 14.7%	3,101,945 -7.8%	3,146,310 1.4%	3,191,596 1.4%	3,237,825 1.4%	3,285,018 1.5%
One Time Revenue	1,937,390	1,546,805 -20.2%	- -100.0%	-	-	-	-
<b>TOTAL REVENUE</b>	<b>19,556,584</b>	<b>21,297,021 8.9%</b>	<b>20,139,795 -5.4%</b>	<b>20,603,320 2.3%</b>	<b>21,067,950 2.3%</b>	<b>21,533,780 2.2%</b>	<b>22,001,013 2.2%</b>

<b>EXPENDITURES</b>							
Salaries & Benefits	5,694,307	6,675,818 17.2%	6,809,583 2.0%	7,009,511 2.9%	7,198,175 2.7%	7,377,258 2.5%	7,561,715 2.5%
Materials & Supplies	437,639	557,339 27.4%	561,812 0.8%	577,012 2.7%	592,653 2.7%	608,745 2.7%	625,304 2.7%
Contract Services	8,623,060	9,557,922 10.8%	9,476,661 -0.9%	9,828,505 3.7%	10,197,941 3.8%	10,586,196 3.8%	10,994,636 3.9%
Debt Service	1,371,686	704,410 -48.6%	736,610 4.6%	736,352 0.0%	736,088 0.0%	735,816 0.0%	735,538 0.0%
<b>Operating Transfers</b>							
Internal Service Funds	829,794	802,841 -3.2%	874,656 8.9%	901,526 3.1%	929,577 3.1%	958,535 3.1%	988,788 3.2%
Pension	1,041,748	1,152,095 10.6%	1,229,000 6.7%	1,268,000 3.2%	1,294,000 2.1%	1,298,400 0.3%	1,313,400 1.2%
Capital Transfers	3,447,577	4,015,419 16.5%	1,000,000 -75.1%	1,000,000 0.0%	1,000,000 0.0%	1,000,000 0.0%	1,000,000 0.0%
<b>TOTAL EXPENDITURES</b>	<b>21,445,811</b>	<b>23,465,844 9.4%</b>	<b>20,688,322 -12%</b>	<b>21,320,907 3.1%</b>	<b>21,948,433 2.9%</b>	<b>22,564,951 2.8%</b>	<b>23,219,382 2.9%</b>

<b>Structural Surplus (Deficit)</b>	<b>(1,889,227)</b>	<b>(2,168,823)</b>	<b>(548,527)</b>	<b>(717,587)</b>	<b>(880,483)</b>	<b>(1,031,171)</b>	<b>(1,218,369)</b>
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Beginning Fund Balance	11,140,700	12,258,600	10,089,777	9,541,250	8,823,663	7,943,180	6,912,009
Ending Fund Balance	9,251,473	10,089,777	9,541,250	8,823,663	7,943,180	6,912,009	5,693,641
Reserves	8,999,117	9,725,212	9,541,250	8,823,663	7,943,180	6,912,009	5,693,641

**Assumptions**

**Transient Occupancy Tax** is expected to continue its strong trend upwards through FY 2023-24. Thereafter it is estimated to stabilize at an average growth rate of 2% annually.

**Property Tax** is projected to increase by 2.6% in FY2022-23.

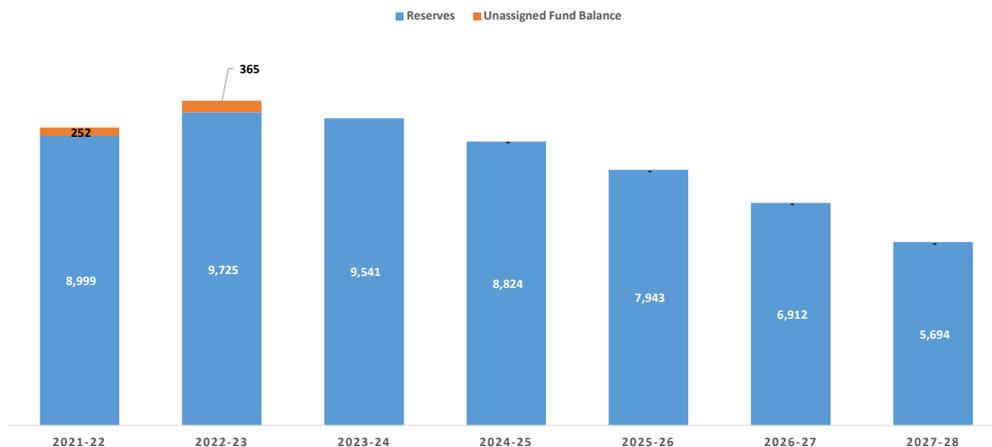
**Sales Tax** is projected to increase by 2.6% in FY2022-23 the increase by an average of 3.0% each year based on information provided by the City's external sales tax consultant.

**Operating Transfers - Internal Service Funds** assumes 5% of the total of all other operating expenditures

**Operating Transfers-Pension** is based on the UAAL estimates as provided by CalPERS

**Capital** is based on the 5-year Capital Improvement Program (CIP) and the estimated general fund contribution

**ENDING GENERAL FUND BALANCES PROJECTION**



# GENERAL FUND

## FUND 101

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Taxes	13,187,642	12,176,082	14,685,586	16,385,020
Intergovernmental	9,997	9,117	1,546,805	1,561,025
Charges for Services	1,180,755	899,011	712,305	752,373
Other Revenue	1,546,403	2,988,669	2,100,492	2,074,423
<b>TOTAL REVENUE</b>	<b>15,924,797</b>	<b>16,072,879</b>	<b>19,045,189</b>	<b>20,772,841</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	4,895,579	4,903,424	5,694,307	6,675,818
Materials & Supplies	364,239	283,391	437,639	557,339
Contract Services	7,811,790	7,541,842	8,623,060	9,557,922
Debt Service	572,686	-	1,371,686	704,410
Miscellaneous	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>13,644,294</b>	<b>12,728,657</b>	<b>16,126,692</b>	<b>17,495,489</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Sewer Fund	903,006	528,923	511,395	524,180
To Capital Projects	(1,240,751)	(1,578,601)	(3,447,577)	(4,015,419)
To Other Funds	(2,264,870)	(1,789,189)	(1,871,542)	(1,954,936)
<b>NET TRANSFERS</b>	<b>(2,602,615)</b>	<b>(2,838,867)</b>	<b>(4,807,724)</b>	<b>(5,446,175)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(322,113)</b>	<b>505,355</b>	<b>(1,889,227)</b>	<b>(2,168,823)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>10,958,764</b>	<b>10,636,651</b>	<b>11,142,006</b>	<b>12,258,600</b>
<b>ENDING FUND BALANCE</b>	<b>10,636,651</b>	<b>11,142,006</b>	<b>9,252,779</b>	<b>10,089,777</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.



# Department Budgets



Coastal Adult Day Health Center (CADHC)

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## **Coastside Adult Day Health Center (CADHC)**

CADHC offers daily programming of activities and health services to help restore and maintain the mental and physical health of older adults on the coastside.

For FY 2021-22, CADHC received a \$15,000 CSFA grant from the City to assist with community COVID-19 relief and recovery services related to their programming.

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# *City Council*

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# City Council

## Core Services

The core services of the City Council of Half Moon Bay are to create policy related to providing high-quality public services and facilities in a fiscally sustainable, responsive, and friendly manner, which fosters a safe and healthy community in a semi-rural setting.

## Description

The City Council is the governing body of the City. It provides community leadership, establishes policies that reflect the needs, wishes, and priorities of the community of Half Moon Bay, and enacts laws and adopts resolutions and ordinances. The Mayor and City Council represent the City on various local, regional, and state policy committees and commissions. The City Council also reviews proposed State of California legislation and provides formal input into the legislative process. The City Council meets the first and third Tuesday of each month in formal public session and occasionally in additional special meetings and study sessions.

## Service Priorities

- Deliberate on all matters brought before the City Council at its public meetings, make decisions relative to those matters, while striving to meet the Elements of the Strategic Plan.
- Establish priorities for the City of Half Moon Bay.
- Allocate financial resources necessary to meet priorities and goals to provide community services.

## Staffing

The Council is composed of five members who are elected by district on a non-partisan basis for four-year staggered terms. The Mayor is currently appointed annually from among the elected councilmembers.

## Service Level Changes

The current level of service will be maintained.

## Budget Highlights / Summary of Changes

The City Council budget consists of funding for the five independently elected Councilmembers as well as travel and miscellaneous expenses to carry out the work of the City.

## Fiscal Year 2021-2022 Accomplishments

- Completed 2021 Redistricting process and adopted new District Map 503b.
- Provided grants and support to community organizations providing services to the community related to the COVID-19 Pandemic.
- Received \$4,750,000 in funding from the State for the Carter Park Improvements Project.

- Adopted a building electrification ordinance.
- Conducted a Public Safety Survey and published report.
- Launched the Crisis Assistance Response and Evaluation Services (CARES) Pilot Program in collaboration with El Centro De Libertad and the County of San Mateo.
- Established a Beach Volleyball Court Pilot Program at the north end of Poplar Beach.
- Hosted a ribbon cutting ceremony for the Highway 1 South Traffic Safety Project.
- Established the Coastside Recovery Initiative, a collaborative effort with the Coastside Chamber of Commerce and San Mateo County dedicated to economic recovery on the Coastside.
- Adopted a short-term rental ordinance and updated accessory dwelling unit ordinance.
- Issued an RFP for affordable housing on the 555 Kelly site.
- Establish HMB-Coastside Age Friendly Community (AFC) coalition and develop communications for older adult residents.

#### **Fiscal Year 2022-2023 Goals / Strategic Plan Elements**

- Complete construction on Carter Park.
- Continue efforts on affordable housing strategy, including pursuing opportunities for housing development, conducting Town Center planning, and updating elements of the General Plan (Healthy Communities and Public Safety, Infrastructure and Environment).
- Continue efforts related to law enforcement and policing, including work with the public safety subcommittee and holding community meetings (Healthy Communities and Public Safety).
- Continue to redevelop and update the City's Emergency Operations Plan and establish a Crisis Communications Plan (Healthy Communities and Public Safety).
- Continue work on the Climate Action and Adaptation Plan including coordination with the Local Hazard Mitigation Plan and General Plan (Infrastructure and Environment).
- Continue efforts related to Transportation Demand Management (Infrastructure and Environment).
- Continue efforts on economic recovery and development, including work on the Coastside Recovery Initiative (Fiscal Sustainability, Inclusive Governance).
- Continue to work with the Coastside Chamber of Commerce to support and sustain a business environment that contributes to economic prosperity, revenue generation, and improves the economic well-being of the community (Fiscal Sustainability).
- Continue working on affordable housing initiatives. Complete the draft Housing Element Development, conduct outreach, and present to city meetings.
- Continue to identify potential housing sites and work to enable affordable housing development of publicly- and privately-owned properties.
- Provide short-term housing support. Identify viable short-term opportunities, seek Emergency Housing Funding by working with local CBOs to distribute emergency

housing funds (from the Affordable Housing Fund) to residents in need to prevent displacement.

- Support community mental health initiatives through CSFA program, Mental Health Workgroup, Substance Abuse Workgroup, CUSD mental health fair (ongoing)
- Complete emergency preparedness and evacuation plans for tsunamis, wildfires, dam inundation, and shelters-in place.
- Implement the Capital Improvement Program to include the Storm Water Master Plan Update; Kehoe/Pilarcitos Outfall Repair; Roosevelt Ditch Spot Repair; and Kehoe Watershed Enhancement and Environmental Stewardship Project.
- Make downtown Improvements to Mac Dutra (placita cultural); Public Art and Murals; and Wayfinding Signage CIP project.

## DIVISION EXPENSE BY CATEGORY

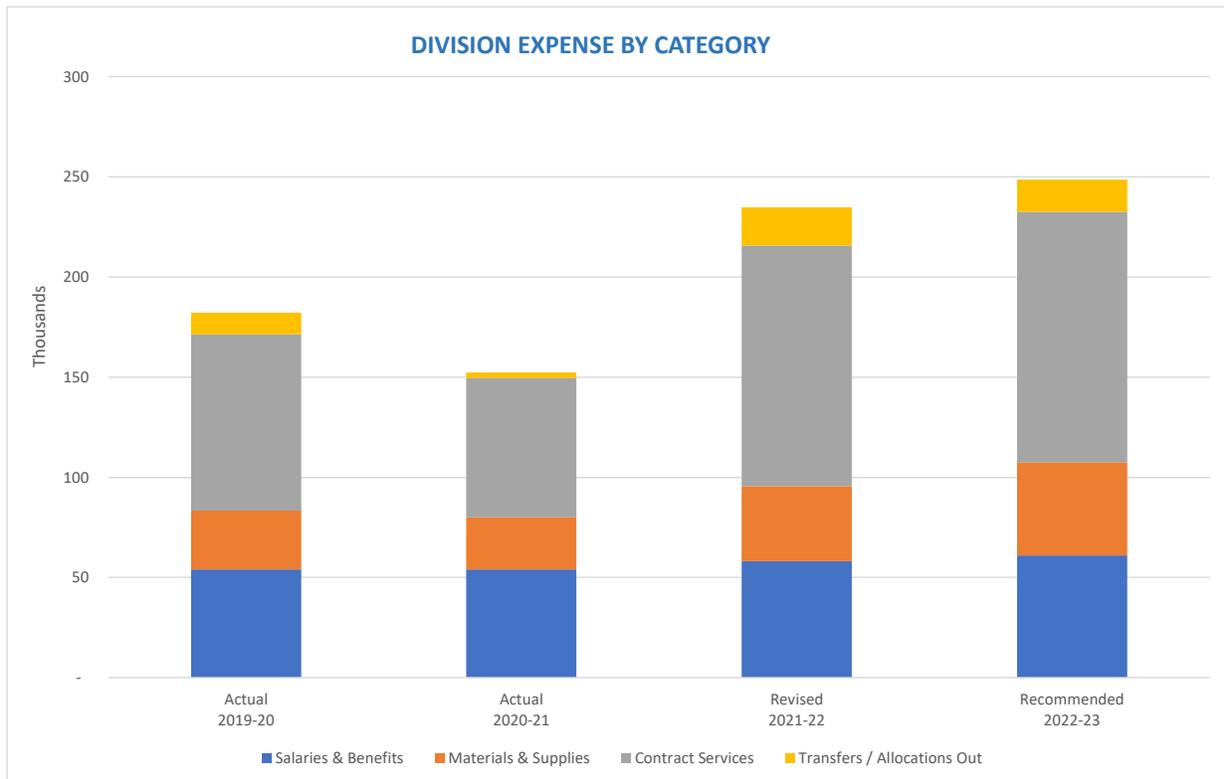
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	53,933	53,933	58,239	61,038
Materials & Supplies	29,589	26,199	37,500	46,500
Contract Services	87,845	69,537	120,000	125,000
Transfers / Allocations Out	10,793	2,656	18,971	16,140
<b>Division Total</b>	<b>182,160</b>	<b>152,325</b>	<b>234,710</b>	<b>248,677</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	182,160	152,325	234,710	248,677
<b>Division Total</b>	<b>182,160</b>	<b>152,325</b>	<b>234,710</b>	<b>248,677</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Council Member	5.00	5.00	5.00	5.00
<b>FTE Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	53,933	53,933	58,239	61,038
6101	General Supplies	779	1,241	2,000	6,000
6103	Awards/Promotions	-	-	500	500
6201	Training/Meetings	15,137	12,560	20,000	25,000
6202	Memberships, Dues & Subscriptions	13,673	12,398	15,000	15,000
6301	Contract Services (Non-Govt)	34,945	8,037	5,000	5,000
6306	Cable TV Expense	52,900	61,500	85,000	85,000
6321	Interpretation Services	-	-	30,000	35,000
7201	General Transfers Out	10,793	2,656	-	-
7203	Vehicle ISF	-	-	2,877	570
7204	Equipment Fund ISF	-	-	7,254	7,062
7205	Risk Management ISF	-	-	8,840	8,508
<b>Division Total</b>		<b>182,160</b>	<b>152,325</b>	<b>234,710</b>	<b>248,677</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	182,160	152,325	234,710	248,677
<b>Division Total</b>		<b>182,160</b>	<b>152,325</b>	<b>234,710</b>	<b>248,677</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Slight increase is included.
6100-6199	Supplies & Materials	Adhoc supplies and materials for City Council is budgeted here. Slight increase to this category to cover existing costs.
6200-6299	Training & Memberships	Meetings and conferences for council members on city affairs.
6300-6399	Contract Services	Costs include the broadcasting and interpretation services of public council meetings.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



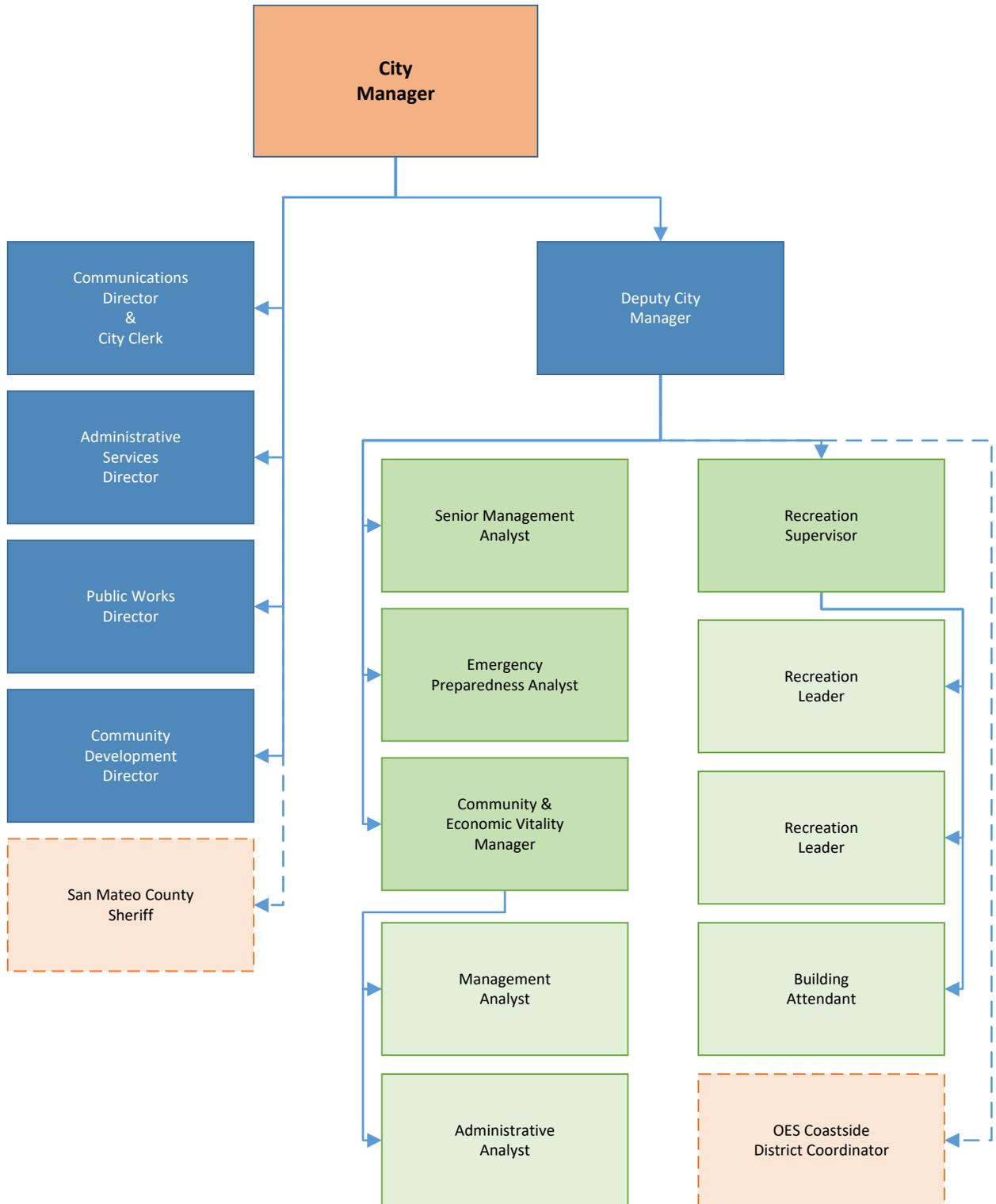


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*City Manager*

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# City Manager's Department





# City Manager

## Core Services

The core services of the City Manager's Office provide overall leadership and management of the City, execute Council policy, and ensure that residents of Half Moon Bay receive fair treatment, excellent customer service, and appropriate stewardship of tax revenue, in support of a vibrant community with well-maintained infrastructure and a broad range of customary public services.

## Description

The City Manager's Office provides overall management of City operations and oversight of City departments. The City Manager is responsible for carrying out the strategic goals, policies, and directives of the City Council, for the effective and cost-efficient management of City operations and personnel, and for preparing and submitting the annual budget to the Council. The City Manager authorizes and oversees the hiring of all City Staff.

## Service Priorities

- Oversee the delivery of public services in accordance with all federal and state laws, and the policies, ordinances, and resolutions adopted by the City Council.
- Direct and organize City departments, programs, and services.
- Carry out elements of the Strategic Plan and City Council priorities.
- Recommend the adoption of policies and ordinances, as necessary.
- Ensure the long-term fiscal viability of the City.
- Increase the productivity, efficiency, and effectiveness of the organization.
- Enforce contracts, agreements, and permits authorized by the City Council.
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City.
- Oversee customer service, and community engagement.
- Provide and expand quality recreational services and opportunities to individuals and families.
- Provide and expand health and wellness opportunities to youth, adults, and seniors.
- Provide and expand enrichment activities for all ages.
- Provide community gathering and meeting spaces through facility rentals.
- Provide opportunities for community engagement in recreation services programs.

## Staffing

The City Manager's Department is comprised of the City Manager, Deputy City Manager, a Senior Management Analyst, and an Executive Assistant. The City Manager's Office provides direct oversight of the Emergency Services, Economic and Community Vitality, and Recreation Services Divisions, which respectively include a Manager, two Management Analysts, an Administrative Analyst, a Recreation Supervisor, two Recreation Leaders, and part-time Building Attendants.

### **Service Level Changes**

The creation of two new positions within the newly restructured Economic and Community Vitality Division, a Manager and an Administrative Analyst, will facilitate a redistribution of responsibilities within the City Manager’s Office, for an increased focus on economic recovery and development, grants management, coordination with non-profits and other service providers, and the expansion and institutionalization of the CARES program.

### **Budget Highlights / Summary of Changes**

The City Manager’s Office will be reorganized to facilitate thoughtful and proactive approaches to each of the areas of responsibility within the department, as well as some new areas of responsibility and new long-term projects. The Community Services Division will be renamed the Economic and Community Vitality Division and take on greater responsibility for economic recovery and development, coordination with non-profits and other service providers, and collaborating and supporting cross-departmental initiatives like housing and age friendly communities. These changes will allow the Senior Management Analyst to develop and manage a robust citywide grants management program, improve the strategic planning, tracking and reporting process, take on oversight of department budget development and tracking, and lead additional special projects. The Deputy City Manager will have additional bandwidth to provide more focused oversight of Recreation, Emergency Services and Public Safety, and large initiatives such as community access to digital infrastructure, as well as continued oversight and expansion of the newly launched CARES program.

The Department is comprised of the following divisions:

### **Emergency Services**

#### **Core Services**

The core services of the Emergency Services division assist residents and businesses, along with other Coastside communities and City staff to be prepared for and better respond to emergencies and disasters.

#### **Description**

The Emergency Services division works in partnership with the San Mateo County Office of Emergency Services to prepare staff, Coastside agencies and residents to effectively respond to emergencies. The division develops and updates the general emergency operations plans and the Hazard Mitigation Plan, trains staff in emergency operations procedures, and serves as the City’s representative on the Coastside Emergency Action Program and the San Mateo County Emergency Managers Association to assist with local and regional emergency preparedness efforts.

### **Recreation**

#### **Core Services**

The core services of the Recreation division enrich lives within the community through affordable, accessible citywide programs that promote educational and recreational opportunities that contribute to a healthy community and lifestyles.

## **Description**

The Recreation division is responsible for delivering quality, affordable recreation programs and opportunities for community enrichment to the residents of Half Moon Bay and the Coastside. The division works closely with the Parks and Recreation Commission to identify opportunities to improve and expand recreation programs and to implement the recommendations in the Parks Master Plan. The division is responsible for coordinating, renting, and scheduling City facilities, including Smith Field, the Train Depot, the Ted Adcock Community Center, and the new Half Moon Bay Library.

## **Economic and Community Vitality**

### **Core Services**

The core services of the Economic and Community Vitality division promote engagement with the community through citywide programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities, through public participation and culturally competent outreach to our most vulnerable residents. The division will also work closely with the community on economic recovery and development efforts, including collaboration on business support, workforce development, adult education, and tourism.

## **Description**

The Economic and Community Vitality division serves as a link between the City, local businesses, and community partners including other government agencies, educational institutions, business groups, and non-profits, and helps connect businesses, residents and visitors to a variety of support services and resources, with a goal of creating a more sustainable and resilient future for our community.

## **FY 2021-22 Department Accomplishments**

- Guided the City Council in further updating its Strategic Plan and priorities.
- Coordinated and facilitated two City Council Listening Sessions for residents to express their priorities and interests, leading up to a Council Priorities Setting meeting and the development of the FY 2022-23 Budget.
- Completed the planning phase of the Coastside Recovery Initiative (CRI), which included an economic Recovery Task Force, to coordinate recovery efforts and long-term planning toward a more equitable, vibrant, and resilient Coastside economy. The planning phase resulted in a high-quality report which included 15 recommendations across four focus areas.
- Continued to lead public safety outreach and research efforts through the City Council Public Safety subcommittee as well as the Coastside Mental Health Workgroup, resulting in the development of a community responder program and a public safety community survey, while informing the negotiation of the contract with the Sheriff's office for ongoing law enforcement services.

- Launched the Crisis Assistance Response and Evaluation Services (CARES) program to provide improved outcomes and a more dignified and appropriate response to mental health crises in Half Moon Bay.
- Leveraged partnerships with County and local non-profit organizations to support underserved populations through emergency rental assistance funding, Coastside Collaborative information sessions, and mental health/substance abuse discussions.
- Continued to support County sponsored COVID-19 testing clinics at the Ted Adcock Community Center and community-based vaccination clinics, targeting underserved and vulnerable populations on the coast.
- Continued the Community Services Financial Assistance Grant Program to support local non-profits who serve the Half Moon Bay Community; made modifications to align with CRI recommendations and address COVID-19 recovery for those most in need.
- Facilitated and staffed regular food distribution opportunities through the Second Harvest Food Bank, providing food to hundreds of vulnerable residents.
- Reestablished in-person recreation programming, including sports, dance, art and cooking classes, the summer music in the plaza series, and other community events.
- Launched several new recreation activities, including an adult kickball tournament, weekly open gym basketball and outdoor pickleball at Cunha through an agreement with the Boys and Girls Club and School District, and continued to grow the adult softball leagues at Smith Field.
- Collaborated with the community to launch the Make It Main Street first Thursday events in downtown Half Moon Bay, bringing Coastside artists, creators and makers together with non-profits and community to connect, exchange, and share while stimulating the downtown economy on a monthly basis from Spring through Fall of each year.

#### **FY 2022-23 Department Goals / Strategic Plan Elements**

- Advance projects that link to the City's Strategic Plan and Council Priorities (All Strategic Elements).
- Continue to review and revise staff structure to maximize efficiency and increase performance (Fiscal Sustainability, Inclusive Governance).
- Work with City Council to increase transparency and reporting on the City's Strategic Plan and Council Priorities (Infrastructure and Environment).
- Collaborate with Community Development to provide information and policies to address the lack of affordable housing (Healthy Communities and Public Safety).
- Continue to collaborate with the Sheriff's Office, local agencies, and residents to address public safety and law enforcement concerns and identify innovative programs to improve community relations and response to vulnerable communities (Healthy Communities and Public Safety).
- Collaborate with the City's departments, regional public agencies, and local groups to develop and implement plans to better prepare the City, its residents, and the greater Coastside for natural disasters and other emergencies (Healthy Communities and Public Safety).

- Continue to lead efforts around economic recovery and development through the Coastside Recovery Initiative and partnerships with the Chamber of Commerce and other business groups (Inclusive Governance).
- Continue to lead the Coasthouse Community Advisory Committee and work with the County and local service providers on supporting the homeless and the shelter (Inclusive Governance, Healthy Communities and Public Safety).
- Work with the Parks and Recreation Commission to implement City priorities and the Parks Master Plan (Inclusive Governance, Healthy Communities and Public Safety).
- Develop and implement additional in-person recreation and community activities and continue to expand the number and types of classes offered to reach a broader and more diverse group of residents (Healthy Communities and Public Safety, Inclusive Governance).
- Continue to engage in regional partnerships to support projects in Half Moon Bay and those potentially impacting the Coastside (Inclusive Governance, Infrastructure and Environment).



# Performance & Workload Measures

## Emergency Services

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Assist residents and businesses to be prepared for and better respond to emergencies and disasters</b>				
Annual review and update of emergency specific evacuation plans	No	No	Yes	Yes
<b>Assist City staff to be prepared for and better respond to emergencies and disasters</b>				
Annual review and update of Emergency Operations Plan	Yes	No	Yes	Yes
Percent of staff up-to-date with ICS trainings	75%	75%	75%	90%
<b>Workload Measures</b>				
Number of community members receiving outreach/education materials	n/a	n/a	n/a	100

## Recreation Services

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Provide affordable and accessible educational and recreational programs that contribute to a healthy community and lifestyles</b>				
Mail quarterly recreation guides to Coastside households	Yes	No	Yes	Yes

## Economic & Community Vitality

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Support programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities</b>				
Participate in the Coastside Collaborative monthly meetings	Yes	Yes	Yes	Yes
Percent of CSFA grant recipients meeting all goals and outcomes	100%	100%	90%	90%
<b>Support economic recovery and development efforts</b>				
Average occupancy rate of available hotel rooms (calendar year)	65.7%	37%	51%	55%
<b>Workload Measures</b>				
Number of CSFA grant recipients	12	18	20	8
Annual distribution of CSFA grant funds (in \$)	150,000	225,000	250,000	300,000

# CITY MANAGER'S OFFICE

101-120

## DIVISION EXPENSE BY CATEGORY

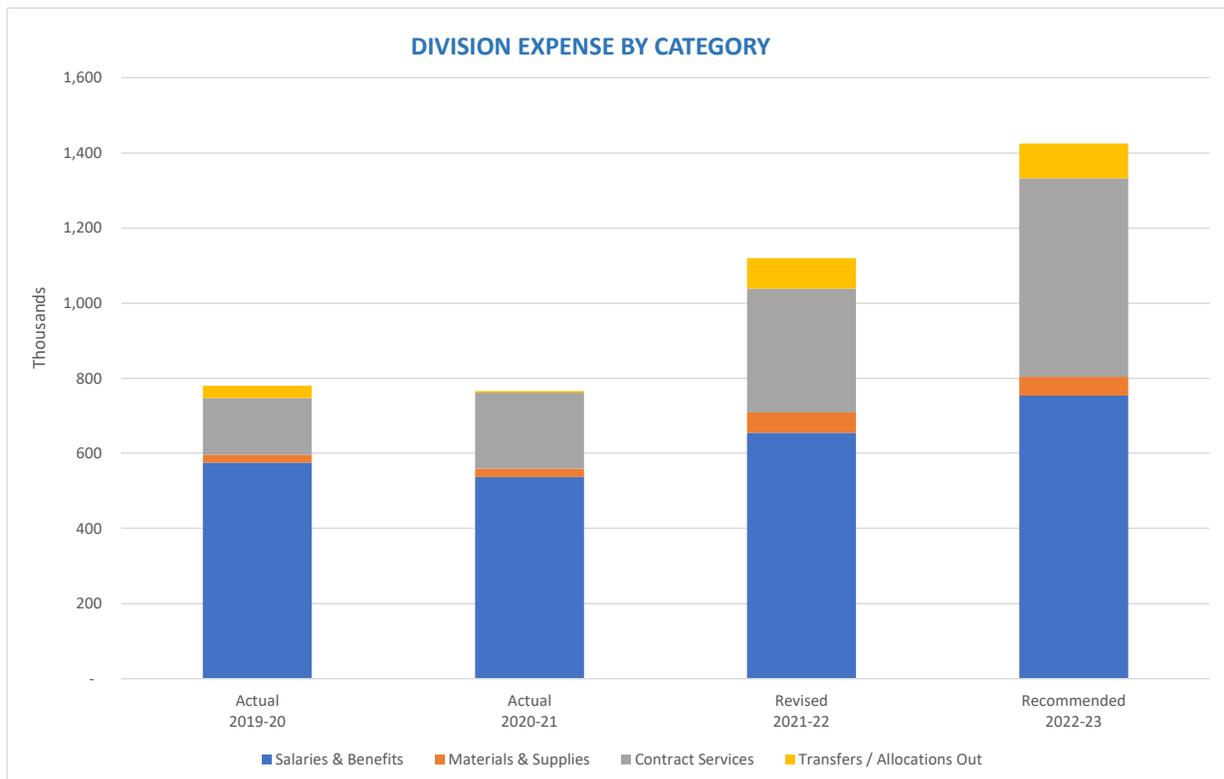
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	575,099	536,525	655,704	754,161
Materials & Supplies	20,883	22,178	53,500	50,000
Contract Services	151,813	203,238	330,000	528,172
Transfers / Allocations Out	33,173	4,059	80,795	92,473
<b>Division Total</b>	<b>780,968</b>	<b>765,999</b>	<b>1,119,999</b>	<b>1,424,806</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	-	42,278	-	299,158
General Fund	780,968	723,721	1,119,999	1,125,649
<b>Division Total</b>	<b>780,968</b>	<b>765,999</b>	<b>1,119,999</b>	<b>1,424,806</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Manager	0.85	0.85	0.85	0.85
Deputy City Manager	0.45	0.35	0.35	0.35
Senior Management Analyst	0.70	0.80	0.90	1.00
Management Analyst	-	0.40	0.50	0.40
Executive Assistant	1.00	-	1.00	1.00
<b>FTE Total</b>	<b>3.00</b>	<b>2.40</b>	<b>3.60</b>	<b>3.60</b>



# CITY MANAGER'S OFFICE

101-120

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	575,099	536,525	655,704	754,161
6101	General Supplies	2,143	5,653	23,500	15,000
6201	Training/Meetings	15,865	2,472	15,000	20,000
6202	Memberships, Dues & Subscriptions	2,875	14,053	15,000	15,000
6301	Contract Services (Non-Govt)	30,734	198,238	27,000	403,172
6320	Professional Services	-	-	263,000	25,000
6505	Land Acquisition	120,000	-	-	-
6610	JPA/District Contributions	-	-	40,000	-
6699	Miscellaneous Expense	1,079	5,000	-	100,000
7201	General Transfers Out	33,173	4,059	-	-
7203	Vehicle ISF	-	-	12,254	3,269
7204	Equipment Fund ISF	-	-	30,892	40,460
7205	Risk Management ISF	-	-	37,649	48,744
<b>Division Total</b>		<b>780,968</b>	<b>765,999</b>	<b>1,119,999</b>	<b>1,424,806</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4902	Miscellaneous Revenue	-	42,278	-	299,158
	General Fund Contribution	780,968	723,721	1,119,999	1,125,649
<b>Division Total</b>		<b>780,968</b>	<b>765,999</b>	<b>1,119,999</b>	<b>1,424,806</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Various office supplies and materials to support operations. Decrease in this category to assist funding new Economic and Community Vitality Division.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. Slight increase is due to conferences returning.
6300-6399	Contract Services	Costs include supporting the CARES project and program evaluation, grants support, and annexation support.
6600-6699	Other Expenses	Amounts here encompass support for various City events such as Make it Main Street, the Pumpkin Festival, and the Wine and Jazz Festival.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# RECREATION SERVICES

101-610

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	359,142	281,943	410,117	456,341
Materials & Supplies	24,213	14,230	26,500	34,000
Contract Services	99,817	36,151	118,381	116,380
Transfers / Allocations Out	27,252	4,491	45,012	42,111
<b>Division Total</b>	<b>510,424</b>	<b>336,815</b>	<b>600,010</b>	<b>648,832</b>

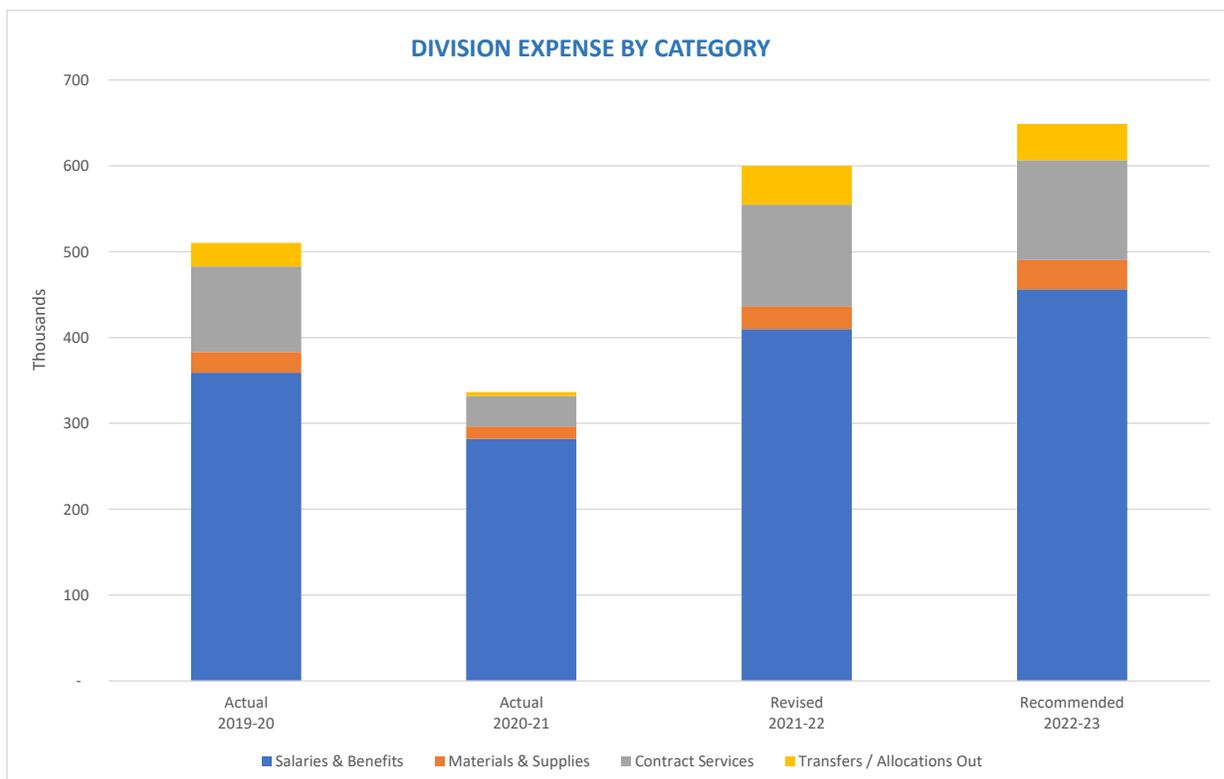
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	119,372	88,028	155,013	169,000
Other Revenue	4,416	15,592	10,000	10,000
General Fund	386,635	233,195	434,997	469,832
<b>Division Total</b>	<b>510,424</b>	<b>336,815</b>	<b>600,010</b>	<b>648,832</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Deputy City Manager	0.30	0.20	0.20	0.20
Senior Management Analyst	0.15	0.10	-	-
Deputy City Clerk	0.10	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	2.00	1.00	2.00	2.00
<b>FTE Total</b>	<b>3.55</b>	<b>2.30</b>	<b>3.20</b>	<b>3.20</b>

Part-Time non-benefited employees included: Building Attendant (3,120 hours)



# RECREATION SERVICES

101-610

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	359,142	281,943	410,117	456,341
6101	General Supplies	18,570	8,814	16,500	20,000
6201	Training/Meetings	3,088	143	4,000	6,000
6202	Memberships, Dues & Subscriptions	2,555	5,273	6,000	8,000
6301	Contract Services (Non-Govt)	55,900	3,704	51,700	51,700
6302	Contract Services (Govt)	-	1,387	-	-
6303	Advertising Costs	1,833	1,136	4,000	2,000
6307	Contract Classes	42,084	29,924	62,681	62,680
7201	General Transfers Out	27,252	4,491	-	-
7203	Vehicle ISF	-	-	6,827	1,488
7204	Equipment Fund ISF	-	-	17,210	18,425
7205	Risk Management ISF	-	-	20,975	22,197
<b>Division Total</b>		<b>510,424</b>	<b>336,815</b>	<b>600,010</b>	<b>648,832</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4202	Special Events Permits	-	5,069	-	-
4204	Special Events Permits	-	1,159	5,000	2,000
4551	Parks & Recreation Classes	54,338	66,666	89,531	90,000
4710	Facilities Rental	65,034	15,135	60,483	77,000
4902	Miscellaneous Revenue	4,416	15,592	10,000	10,000
	General Fund Contribution	386,635	233,195	434,997	469,832
<b>Division Total</b>		<b>510,424</b>	<b>336,815</b>	<b>600,010</b>	<b>648,832</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and an increase of hours available to part-time staff.
6100-6199	Supplies & Materials	Supplies and materials to support various recreation programs and services. Slight increase to cover rising costs.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Increases are included as programming is anticipated to increase.
6300-6399	Contract Services	Costs include recreation guides, music events, umpire contracts, class instructors and other costs related to recreational programs.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# ECONOMIC AND COMMUNITY VITALITY

101-640

## DIVISION EXPENSE BY CATEGORY

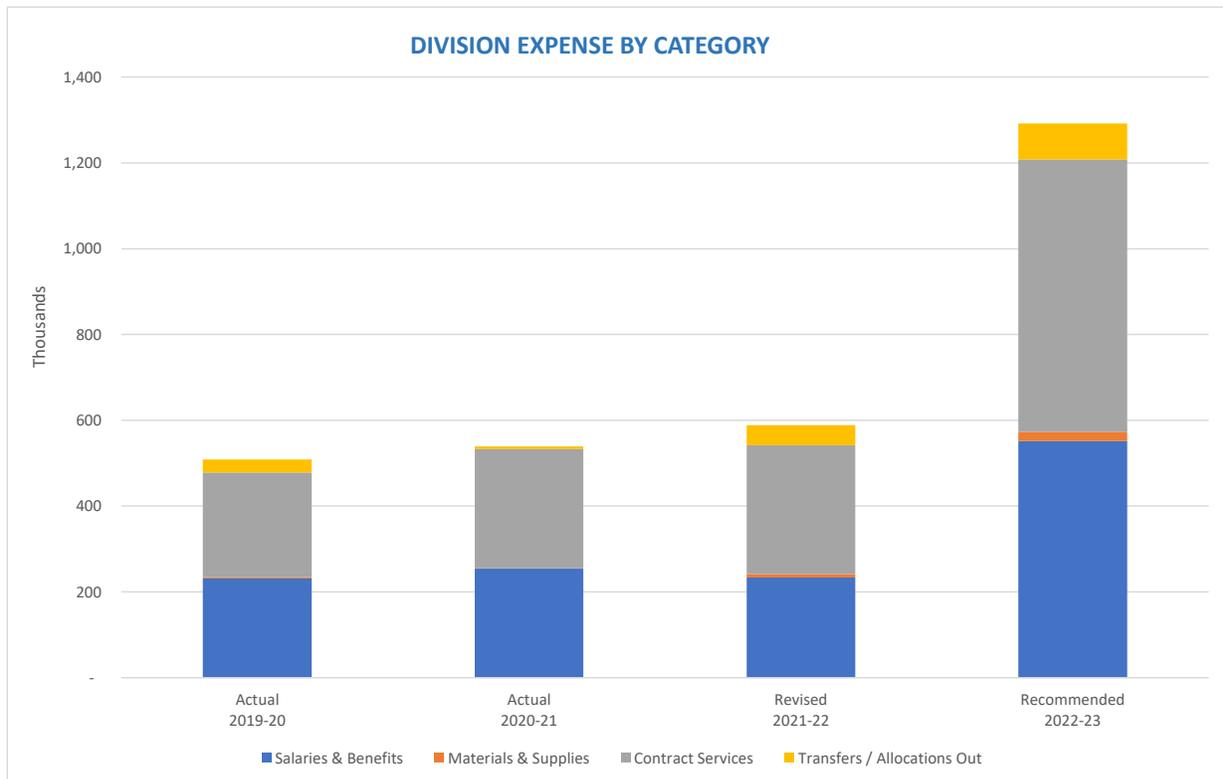
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	230,907	254,040	233,022	552,146
Materials & Supplies	3,215	455	8,400	21,000
Contract Services	243,750	277,946	300,000	634,740
Transfers / Allocations Out	30,273	6,452	47,739	83,836
<b>Division Total</b>	<b>508,144</b>	<b>538,893</b>	<b>589,161</b>	<b>1,291,721</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	15,000	-	-	-
General Fund	493,144	538,893	589,161	1,291,721
<b>Division Total</b>	<b>508,144</b>	<b>538,893</b>	<b>589,161</b>	<b>1,291,721</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Deputy City Manager	0.20	0.20	0.20	0.20
Community Services Manager	-	-	-	1.00
Senior Management Analyst	0.15	0.10	0.10	-
Management Analyst	1.00	1.30	1.00	1.00
Administrative Analyst	-	-	-	1.00
<b>FTE Total</b>	<b>1.35</b>	<b>1.60</b>	<b>1.30</b>	<b>3.20</b>



# ECONOMIC AND COMMUNITY VITALITY

101-640

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	230,907	254,040	233,022	552,146
6101	General Supplies	2,360	455	5,000	10,000
6201	Training/Meetings	855	-	3,000	10,000
6202	Memberships, Dues & Subscriptions	-	-	400	1,000
6301	Contract Services (Non-Govt)	243,750	277,946	50,000	85,000
6320	Professional Services	-	-	-	204,740
6606	Financial Aid/Grants	-	-	250,000	305,000
6610	JPA/District Contributions	-	-	-	40,000
7201	General Transfers Out	30,273	6,452	-	-
7203	Vehicle ISF	-	-	7,240	2,963
7204	Equipment Fund ISF	-	-	18,253	36,681
7205	Risk Management ISF	-	-	22,246	44,191
<b>Division Total</b>		<b>508,144</b>	<b>538,893</b>	<b>589,161</b>	<b>1,291,721</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4850	Grants	15,000	-	-	-
	General Fund Contribution	493,144	538,893	589,161	1,291,721
<b>Division Total</b>		<b>508,144</b>	<b>538,893</b>	<b>589,161</b>	<b>1,291,721</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is from the addition of two FTEs and merit increases.
6100-6199	Supplies & Materials	Supplies and materials relating to administration and oversight of various programs and outreach.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Increase is included to support the expanded scope of the division and addition of staff.
6300-6399	Contract Services	For various services relating to economic and community services. New programmatic additions include a feasibility study, community lending analysis, and an economic development consultant.
6600-6699	Other Expenses	Category encompasses 305K of grant aid via the Community Services Financial Assistance (CSFA) program and contributions to the hotel Business Improvement District (BID).
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# EMERGENCY SERVICES

101-320

## DIVISION EXPENSE BY CATEGORY

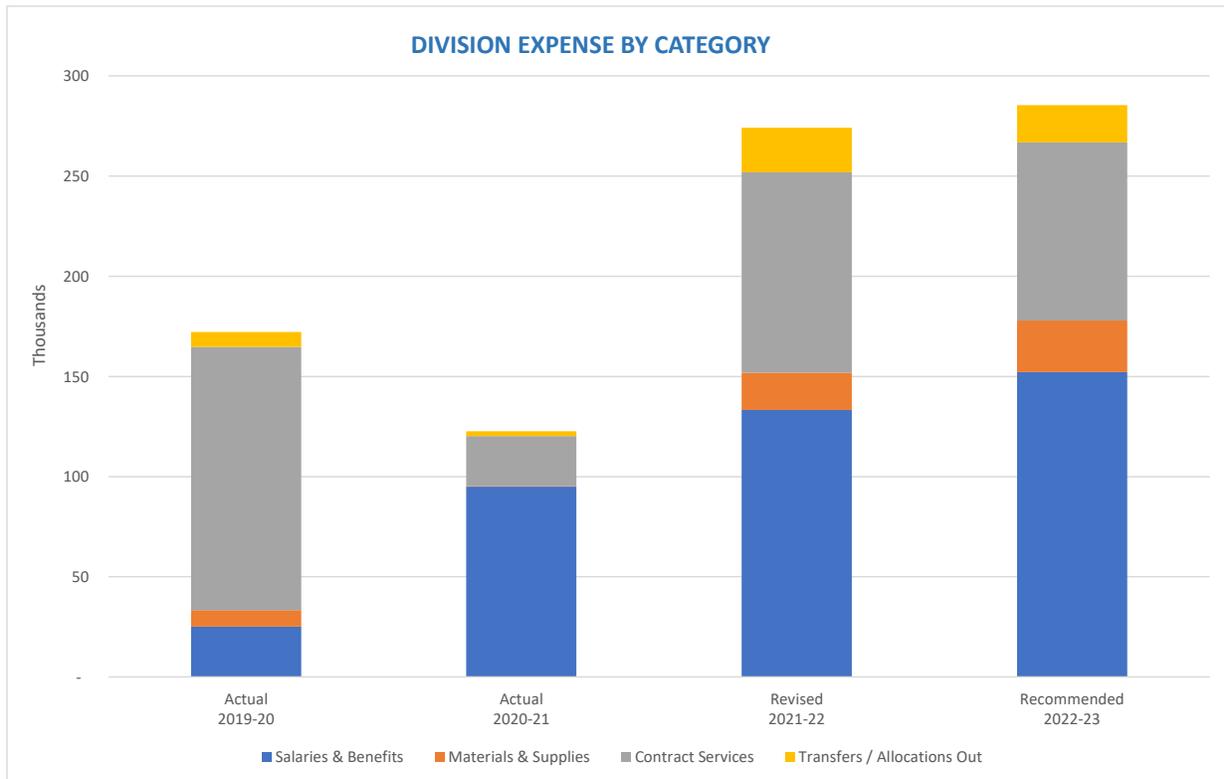
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	25,095	95,082	133,383	152,201
Materials & Supplies	8,212	297	18,600	25,700
Contract Services	131,417	24,977	100,000	88,950
Transfers / Allocations Out	7,432	2,341	22,174	18,521
<b>Division Total</b>	<b>172,155</b>	<b>122,697</b>	<b>274,157</b>	<b>285,372</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	-	153,487	-	-
General Fund	172,155	(30,790)	274,157	285,372
<b>Division Total</b>	<b>172,155</b>	<b>122,697</b>	<b>274,157</b>	<b>285,372</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Deputy City Manager	-	0.20	0.20	0.20
Management Analyst	0.25	0.30	0.50	0.60
<b>FTE Total</b>	<b>0.25</b>	<b>0.50</b>	<b>0.70</b>	<b>0.80</b>



# EMERGENCY SERVICES

101-320

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	25,095	95,082	133,383	152,201
6101	General Supplies	8,212	297	15,000	20,000
6201	Training/Meetings	-	-	3,000	5,000
6202	Memberships, Dues & Subscriptions	-	-	600	700
6301	Contract Services (Non-Govt)	433	433	-	700
6302	Contract Services (Govt)	130,985	24,544	-	20,000
6320	Professional Services	-	-	35,000	-
6505	Land Acquisition	-	-	-	-
6610	JPA/District Contributions	-	-	65,000	68,250
6699	Miscellaneous Expense	-	-	-	-
7201	General Transfers Out	7,432	2,341	-	-
7203	Vehicle ISF	-	-	3,363	655
7204	Equipment Fund ISF	-	-	8,478	8,104
7205	Risk Management ISF	-	-	10,333	9,763
	<b>Division Total</b>	<b>172,155</b>	<b>122,697</b>	<b>274,157</b>	<b>285,372</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4850	Grants	-	153,487	-	-
	General Fund Contribution	172,155	(30,790)	274,157	285,372
	<b>Division Total</b>	<b>172,155</b>	<b>122,697</b>	<b>274,157</b>	<b>285,372</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Supplies and materials to support Coastside Preparedness Day, the emergency operation center and other supplies.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Category remains relatively unchanged.
6300-6399	Contract Services	Costs mostly include a continuation of evacuation planning and training support.
6600-6699	Other Expenses	Contribution to San Mateo County Office of Emergency Services is budgeted here.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



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*City Attorney*

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# City Attorney

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## **Core Services**

The core services of the City Attorney provide the City Council and City staff with prompt and high-quality legal advice, counsel, and representation.

## **Description**

The City Attorney reports directly to the City Council and is charged with the task of serving as the legal counsel to the City Council, Planning Commission, City Manager, and City staff on all legal aspects of municipal operations.

Legal services include legal advice and analysis, preparation of legislation including ordinances and resolutions, drafting or review of contracts and agreements, conducting research and supporting the City in litigation, civil and criminal actions, and code enforcement. The City Attorney attends all regular and special City Council meetings. Other services include meetings with the City Manager, City Executive Team, and other city officials on an on-call basis while keeping the City Council, City Manager, and staff advised of current laws affecting decisions and programs of the City.

## **Service Priorities**

- Devote time and resources necessary to provide timely, affordable, high-quality legal advice.
- Minimize liability and work creatively to accomplish policy objectives of the City.
- Offer legal opinions and draft ordinances and other documents in a timely and professional manner.
- Provide high-quality litigation representation to ensure matters are resolved cost effectively.
- Respond to inquiries from the public as appropriate, and in a timely and constructive manner, while ensuring that the City's interests are protected, and policies are implemented.

## **Staffing**

The department is comprised of the City Attorney, who is retained under contract with a law firm, and a staff of associate attorneys who act as Assistant or Deputy City Attorneys as required. Outside legal counsel may be retained for assistance on specialized issues and areas of law. The firm provides all legal services and includes all administrative costs such as paralegals, secretarial services, clerical services, continuing legal education, law library, and research costs, etc.

### **Service Level Changes**

For FY 2022-23, the City Attorney's Office will continue to be available both onsite and remotely to the City Council, Planning Commission, Parks and Recreation Commission, City committees, and staff.

### **Budget Highlights / Summary of Changes**

The City Attorney budget consists of contract legal services for the City Attorney and Deputy City Attorneys, and support staff. It excludes reimbursable matters, unbudgeted litigation, and certain specialized services provided by outside legal counsel that is budgeted in respective department budgets.

### **Fiscal Year 2021-2022 Accomplishments**

- Provided legal review and drafting support for city ordinances regarding building electrification, short-term rentals, accessory dwelling units, SB 1383 (organics and edible food recovery), and the sign ordinance update.
- Provided legal support for the City's redistricting process and redistricting ordinance.
- Provided negotiation/real estate support related to the City's lot retirement program West of Railroad Avenue, the City's parklet program, and license/leases of City-owned property.
- Ongoing legal support related to the COVID pandemic, vaccination policy, and Brown Act requirements.
- Provided legal and planning support for implementation of the Local Coastal/Land Use Plan (LC/LUP) and large planning applications.

### **Fiscal Year 2022-2023 Goals / Strategic Plan Elements**

- Continue to implement Council policy directives and ensure projects and directives are legally secure (Inclusive Governance).
- Provide election law support for the November election (Inclusive Governance).
- Draft/provide legal review of plans/ordinances regarding Council priorities related to sustainability efforts (CAAP), affordable housing, implementation of the LC/LUP and other priority matters (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).

# CITY ATTORNEY

101-130

## DIVISION EXPENSE BY CATEGORY

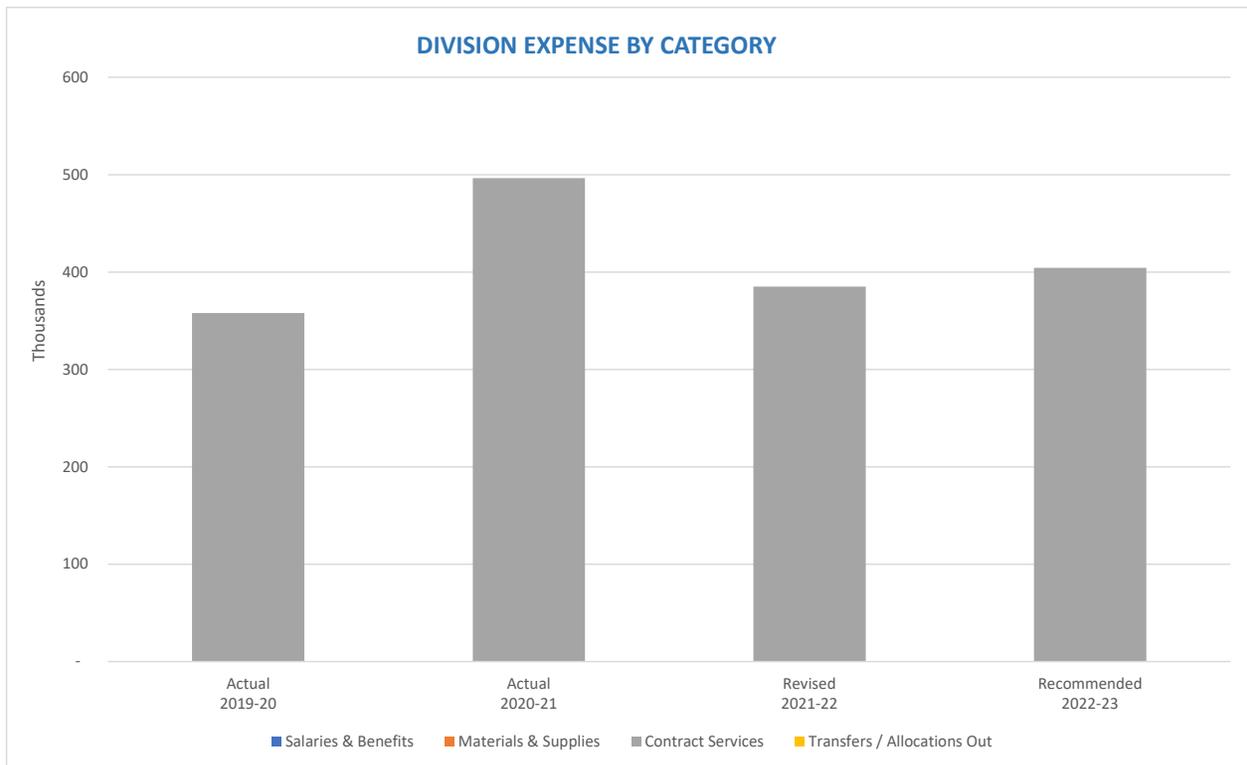
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	357,900	496,329	385,000	404,250
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>357,900</b>	<b>496,329</b>	<b>385,000</b>	<b>404,250</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	357,900	496,329	385,000	404,250
<b>Division Total</b>	<b>357,900</b>	<b>496,329</b>	<b>385,000</b>	<b>404,250</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
<b>FTE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999 Salaries & Benefits	-	-	-	-
6301 Contract Services (Non-Govt)	357,900	444,708	-	-
6325 Legal Counsel	-	51,620	385,000	404,250
7203 Vehicle ISF	-	-	-	-
7204 Equipment Fund ISF	-	-	-	-
7205 Risk Management ISF	-	-	-	-
<b>Division Total</b>	<b>357,900</b>	<b>496,329</b>	<b>385,000</b>	<b>404,250</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	357,900	496,329	385,000	404,250
	<b>Division Total</b>	<b>357,900</b>	<b>496,329</b>	<b>385,000</b>	<b>404,250</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Attorney services are contracted out thus no salary charges are budgeted.
6300-6399	Contract Services	Costs only contain legal counsel services for all nonspecific citywide functions.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.

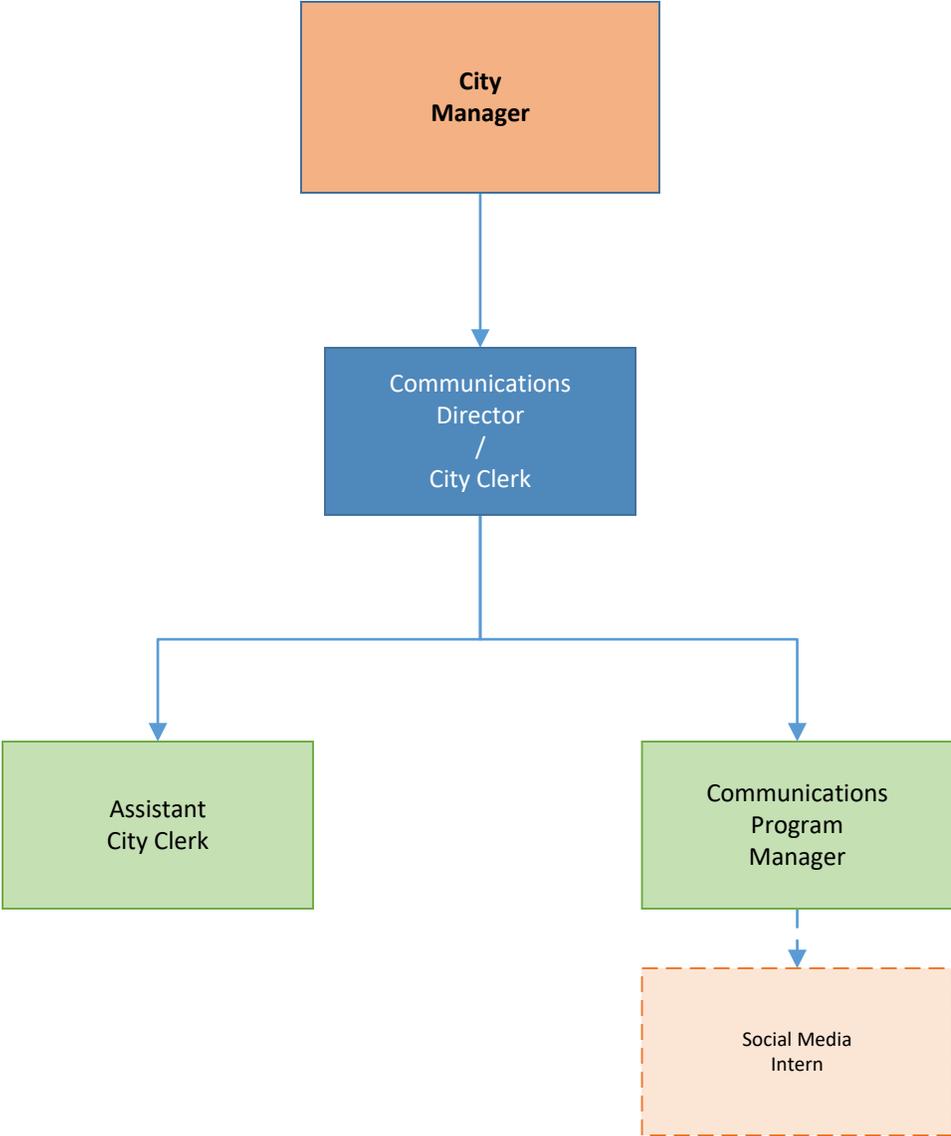


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*Communications*  
&  
*City Clerk*

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# City Clerk & Communications Department





# Communications & City Clerk

## Core Services

The core services of the Communications & City Clerk Department promote openness in government and the free exchange of public information to engage residents in City policies and decision-making processes. The Communications & City Clerk Department is committed to serving the citizens of our community in a neutral and ethical manner by providing equal access to open and transparent government, ensuring the integrity of the participatory process, bridging internal and external communication pathways, and enhancing the public's trust in local government. The City Clerk Division manages and provides access to City records, manages the legislative and governmental affairs of the City, administers elections, and records legislative functions. The Communications Division promotes inclusive public engagement and positive community relations through effective and transparent communications strategies.

## Description

The Communications & City Clerk Department is comprised of two divisions: Communications and City Clerk.

The Communications Division is responsible for all internal and external communications. The division ensures the dissemination of timely and accurate public information of City operations, projects, policies, Council actions, services, and programs through traditional media, social media, and online. The division engages the community and increases transparency utilizing multiple social media platforms and online communication tools that promote accessible and convenient information.

The City Clerk Division conducts regular and special general municipal elections in consolidation with the County of San Mateo for the election of City Councilmembers and local initiatives, referendums, and recalls. The division manages the City's legislative and intergovernmental affairs. The division administers Political Reform Act requirements related to campaign disclosure statements, conflict of interest filings, and AB1234 ethics training. Brown Act requirements are administered by the City Clerk Division ensuring meetings, agendas, minutes, reports, public notices, resolutions, and ordinances are prepared, posted, and published pursuant to law. The City Clerk serves as Clerk of the Council and attends, monitors, and retains complete records of all City Council proceedings. The City Clerk ensures open and transparent access through records-related services including records management, retention, and Public Records Act programs. Additionally, the division administers the boards and commissions program related to vacancies, orientation, commission handbooks, and Maddy Act compliance. The City Clerk serves as the City's Elections Official, Public Information Officer, Political Reform Act Filing Officer, Records Manager, and Compliance Officer.

## Service Priorities

- Maintain effective communication with community members, staff, and the Council to increase the understanding of and support for City programs, policies, and projects, and to develop positive relations through impactful outreach.
- Gather and share information to support and encourage open, participatory government and an informed community.
- Manage the City's governmental and legislative affairs, including tracking legislation, preparing position letters, advocating with local legislators, seeking, and applying for grant opportunities, and monitoring interagency appointments and actions.
- Provide City Council support, including agenda and packet preparation, public noticing, and distribution of materials to the City Council, staff, and the public.
- Support boards and commissions, including agenda and packet preparation, public noticing, and distribution of materials to Commissioners, staff, and the public.
- Process local legislation, including resolutions, ordinances, and minutes.
- Oversee elections, including qualifying candidates, petitions, and ballot measures, processing all necessary resolutions, monitoring campaign filing requirements, and certifying election results.
- Maintain records and archives, including responses to public records requests.

## Staffing

The Communications & City Clerk Department was staffed in FY 21-22 by a Communications Director, Communications Program Manager, and a Deputy City Clerk.

## Service Level Changes

For FY 22-23, a Social Media Intern position and Assistant City Clerk position has been added, with the elimination of the Deputy City Clerk position.

## Budget Highlights / Summary of Changes

The Communications & City Clerk budget consists of costs for compensation and operations of the department.

## Fiscal Year 2021-2022 Accomplishments

- Completed the 2021 Redistricting Process and adopted District Map 503B, including creation and management of a seven-member advisory committee, numerous public workshops, multiple public outreach campaigns and materials, and management of the demographer consultant contract.
- Continued to lead public information outreach related to the COVID-19 pandemic, including numerous news releases, weekly e-news, weekly mayor's letters, website updates, social media updates, signage, coordination with agencies, announcements of closures and service modifications, and other items.
- Created a new 2021 Virtual State of the City video.
- Continued the City's Legislative Platform, which had a primary focus on legislation and budgetary items related to COVID-19, managed the Legislative Subcommittee, and managed the lobbyist contract for the City's legislative affairs.

- Worked with the City’s lobbyist and Assemblymember Berman’s office to secure \$4.75M in a direct state budget earmark for Carter Park.
- Worked with various departments to draft communication outreach campaigns surrounding events/programs/activities such as the Smith Field Park Master Plan, Magnolia Park Master Plan, CARES Pilot Program, Parklet Pilot Program, Building Electrification, and the Coastside Recovery Initiative.
- Continued to host successful virtual council meetings and subcommittee meetings during the COVID-19 Pandemic.
- Continued to build our social media presence and increase engagement through the hiring of a social media intern.
- Received awards from the City and County Communications Association (3CMA) for COVID-19 Digital (mayor’s letters, views from home, wave of strength) and Print PR (mask signs) campaigns.
- Negotiated the lobbyist contract to include federal advocacy at zero additional cost to the City.
- Processed 145 public records requests, for a total of 315 hours.

#### **Fiscal Year 2022-2023 Goals / Strategic Plan Elements**

- Conduct the 2022 general municipal election, including public outreach campaigns around the new district map, how to run for city council, and how to vote (Inclusive Governance).
- Complete and publish the Emergency Information Operations Plan (Healthy Communities and Public Safety).
- Work with departments to update the content and usability of the City’s website and department pages and complete a website redesign (Inclusive Governance).
- Conduct the first N.E.T. Citizens Academy and Future Leaders Civics Academy since pre-pandemic (Inclusive Governance).
- Continue to expand local relationships, community, and partnerships as part of the City’s intergovernmental affairs (Inclusive Governance).
- Continue to seek grant opportunities and monitor legislation in accordance with the City of Half Moon Bay Legislative Program (Healthy Communities and Public Safety, Inclusive Governance).



# Performance & Workload Measures

## Communications

<b>Core Service and Measure</b>	<b>2019-20 Actuals</b>	<b>2020-21 Actuals</b>	<b>2021-22 Estimated</b>	<b>2022-23 Projected</b>
<b>Communicate to and engage with the general public on important city issues</b>				
Social Media and eNewsletter Engagement	Yes	Yes	Yes	Yes
Number of Social Media Campaigns	25	589	575	600
<b>Provide communications support to other departments</b>				
Percentage of Complete Outreach Campaigns	100%	100%	100%	100%

## City Clerk / Legislative Affairs

<b>Core Service and Measure</b>	<b>2019-20 Actuals</b>	<b>2020-21 Actuals</b>	<b>2021-22 Estimated</b>	<b>2022-23 Projected</b>
<b>Legislative Affairs</b>				
Number of position letters sent	13	20	16	20
Percentage of state legislative bills tracked per adopted platform	50%	52%	55%	57%
<b>Voter Turnout in Elections</b>				
Voter Turnout Percentage	N/A	89%	N/A	93%

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	263,907	247,077	197,261	290,622
Materials & Supplies	17,701	6,886	14,500	14,500
Contract Services	229,797	171,247	285,000	305,000
Transfers / Allocations Out	24,804	7,479	48,590	42,347
<b>Division Total</b>	<b>536,210</b>	<b>432,689</b>	<b>545,351</b>	<b>652,468</b>

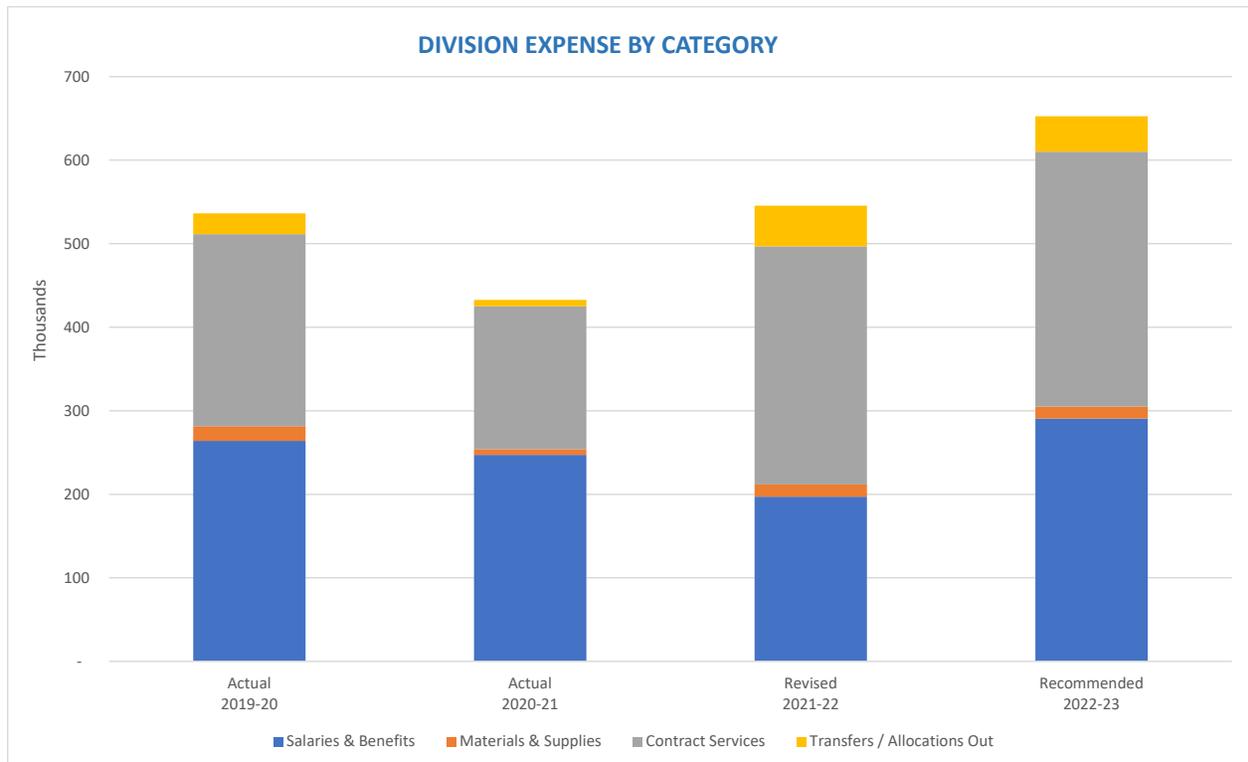
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	475	-	-	-
General Fund	535,735	432,689	545,351	652,468
<b>Division Total</b>	<b>536,210</b>	<b>432,689</b>	<b>545,351</b>	<b>652,468</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Clerk / Communications Director	0.55	0.55	0.55	0.55
Assistant City Clerk	-	-	1.00	1.00
Deputy City Clerk	0.90	1.00	-	-
<b>FTE Total</b>	<b>1.45</b>	<b>1.55</b>	<b>1.55</b>	<b>1.55</b>

Part-Time non-benefited employees included: Intern (1,040 hours)



## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	263,907	247,077	197,261	290,622
6101	General Supplies	4,483	837	3,500	3,500
6104	Employee Engagement	498	-	-	-
6201	Training/Meetings	11,104	4,320	7,000	7,000
6202	Memberships, Dues & Subscriptions	1,617	1,730	4,000	4,000
6301	Contract Services (Non-Govt)	195,185	125,840	70,000	120,000
6303	Advertising Costs	18,501	7,079	20,000	20,000
6304	Legislative Affairs	129	-	5,000	10,000
6308	Election Costs	15,983	38,328	110,000	110,000
6320	Professional Services	-	-	45,000	45,000
6324	Software Subscription	-	-	35,000	-
7201	General Transfers Out	24,804	7,479	-	-
7203	Vehicle ISF	-	-	7,369	1,497
7204	Equipment Fund ISF	-	-	18,579	18,528
7205	Risk Management ISF	-	-	22,642	22,322
	<b>Division Total</b>	<b>536,210</b>	<b>432,689</b>	<b>545,351</b>	<b>652,468</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4901	Administrative Fees	475	-	-	-
	General Fund Contribution	535,735	432,689	545,351	652,468
	<b>Division Total</b>	<b>536,210</b>	<b>432,689</b>	<b>545,351</b>	<b>652,468</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and the addition of part-time staff.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals. No change is included.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. No change is included.
6300-6399	Contract Services	Costs include Granicus, NetFile, NextRequest, the contract with Townsend and records management. Increase is to cover anticipated rising costs in these contracts.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# COMMUNICATIONS

101-150

## DIVISION EXPENSE BY CATEGORY

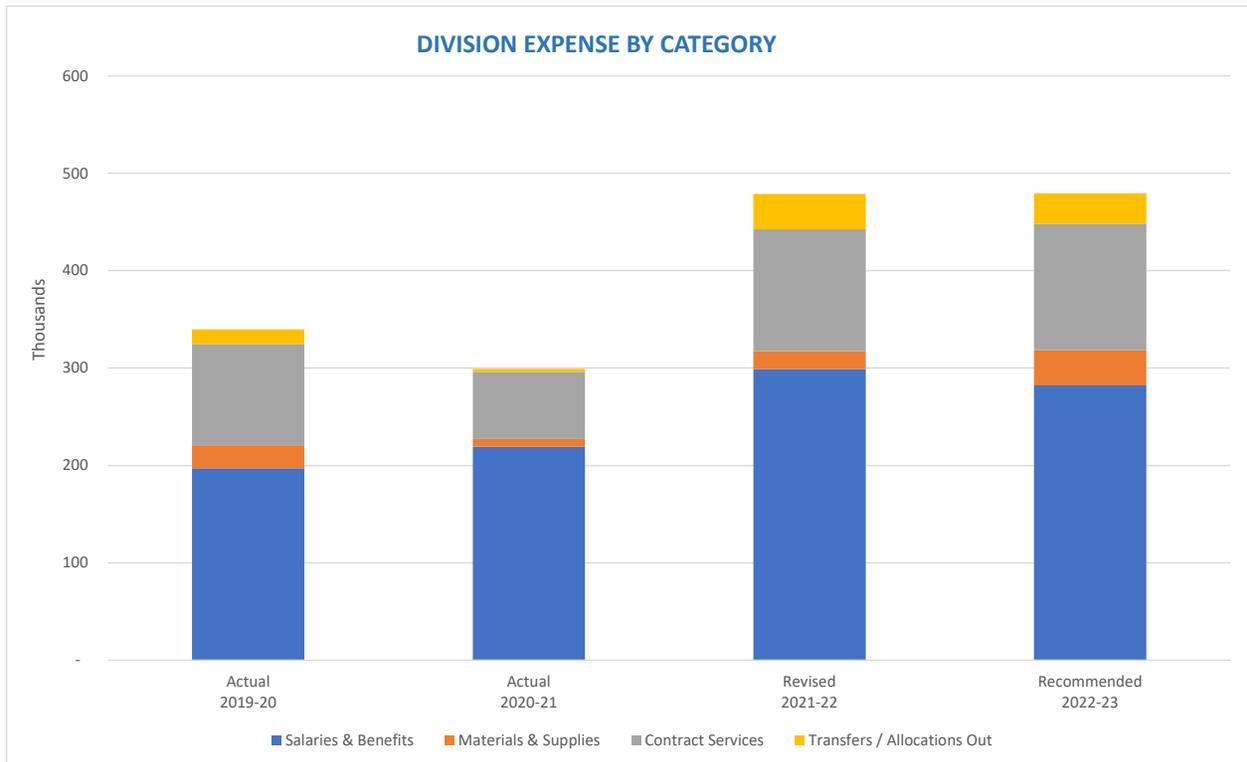
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	197,039	219,251	299,032	282,218
Materials & Supplies	23,819	7,973	18,500	36,000
Contract Services	103,798	68,884	125,000	130,000
Transfers / Allocations Out	15,123	3,157	36,309	31,110
<b>Division Total</b>	<b>339,778</b>	<b>299,265</b>	<b>478,841</b>	<b>479,328</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	339,778	299,265	478,841	479,328
<b>Division Total</b>	<b>339,778</b>	<b>299,265</b>	<b>478,841</b>	<b>479,328</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Clerk / Communications Director	0.40	0.40	0.40	0.40
Communications Specialist	1.00	1.00	1.00	1.00
<b>FTE Total</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>



# COMMUNICATIONS

101-150

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	197,039	219,251	299,032	282,218
6101	General Supplies	1,117	-	5,000	5,000
6104	Employee Engagement	12,704	4,400	5,000	20,000
6201	Training/Meetings	8,466	860	7,000	7,000
6202	Memberships, Dues & Subscriptions	1,533	2,713	1,500	4,000
6301	Contract Services (Non-Govt)	97,851	66,306	105,000	-
6303	Advertising Costs	5,947	2,578	20,000	20,000
6320	Professional Services	-	-	-	110,000
7201	General Transfers Out	15,123	3,157	-	-
7203	Vehicle ISF	-	-	5,507	1,100
7204	Equipment Fund ISF	-	-	13,883	13,612
7205	Risk Management ISF	-	-	16,919	16,398
	<b>Division Total</b>	<b>339,778</b>	<b>299,265</b>	<b>478,841</b>	<b>479,328</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	339,778	299,265	478,841	479,328
	<b>Division Total</b>	<b>339,778</b>	<b>299,265</b>	<b>478,841</b>	<b>479,328</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals. Increase to cover return to prepandemic employee engagement costs.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. Slight increase is due to expected ease of COVID restrictions.
6300-6399	Contract Services	Costs include the OpenGov platform, and other specialized communications services. Increase is primarily from rising costs in existing contracts.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

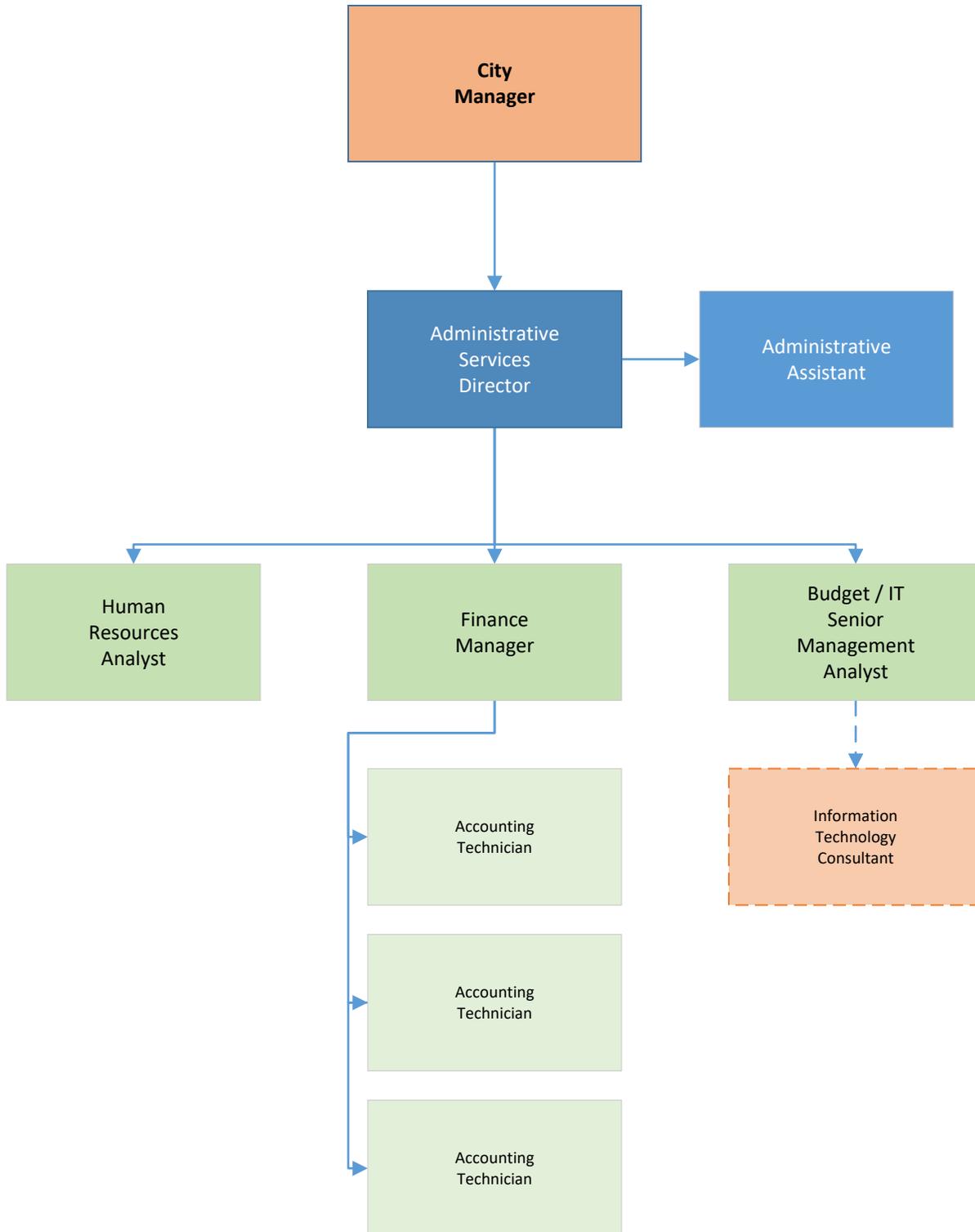


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# *Administrative Services*

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# Administrative Services Department





# Administrative Services

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## Core Services

The core services of the Administrative Services Department manage much of the City's organizational infrastructure; its financial processes and systems, its technology, and its people, ensuring that the City's employees have the tools and environment they need to provide our community the best possible service.

## Description

The Administrative Services Department is comprised of Finance, Human Resources, Information Technology, and Risk Management. The Department properly records all financial transactions, implements best practices in employee and labor relations, provides reliable and innovative technology resources and quality internal customer service, and strives to promote a positive work environment for the City's talented workforce.

## Service Priorities

- Undertake financial planning and oversee preparation of the annual budget.
- Ensure internal controls through accountability, financial reporting, and audits.
- Manage cash assets including banking, cashiering, disbursements, and revenues.
- Perform accounts payable, receivable, and payroll functions.
- Fulfill the City Treasurer function, ensuring an appropriate investment of funds and debt service administration.
- Provide sound financial guidance to the City Council, City Manager, and staff.
- Recruit, hire, develop, and retain a diverse and highly talented professional staff.
- Manage administrative and personnel policies and procedures and ensure compliance with related laws and regulations.
- Manage confidential information when consulting employees and handling personnel records.
- Manage labor relations with all bargaining units and unrepresented employees.
- Manage grievances related to the Personnel Policies and Procedures, and MOUs.
- Enhance staff productivity with a secure network, desktop and portable hardware and supporting software.
- Minimize IT equipment down time and maximize response time and maintain IT systems for disaster recovery and business continuity.
- Ensure the City has adequate insurance coverage for its operations.
- Undertake and complete timely claims management.
- Promote policies and programs to reduce risk exposure.
- Develop safety policies and procedures and implement risk management best practices.

## **Staffing**

The Administrative Services Department is comprised of an Administrative Services Director, Finance Manager, Senior Management Analyst, Management Analyst, three Accounting Technicians, and an Administrative Assistant.

## **Budget Highlights / Summary of Changes**

The Administrative Services budget consists of five budget units, with compensation and operating costs for the portions of employee time allocated to each division. Contract expenditures are budgeted for professional services, labor relations, labor-related legal services, and Information Technology (IT) services.

The Department is comprised of the following divisions:

## **Finance**

### **Core Services**

The core services of the Finance division maintain accurate financial records and reports, provide financial support to other departments, and ensure compliance with the City's policies and procedures.

### **Description**

The Finance division is responsible for all financial operations. Finance tracks revenue, expenditures, debt, and properly records all financial transactions in accordance with Generally Acceptable Accounting Principles (GAAP) and the requirements of the Government Accounting Standards Board (GASB). The division's goals are to provide financial oversight and support, including implementation and enforcement of financial policies consistent with federal, state, and local mandates, as well as industry best practices.

## **Human Resources**

### **Core Services**

The core services of Human Resources division provide high quality labor and employee relations, staff recruitment and retention, and staff professional development services that support the City's objectives in serving the needs of the community.

### **Description**

The Human Resources division recruits, develops, and supports the organization's most valuable resource – its staff. The division implements best practices in recruitment, benefits management, professional development, labor relations, grievance management, policy development and implementation, and employee classification and compensation. The division manages highly sensitive and confidential information to effectively conduct workplace investigations, implement practices to enhance employee performance, manage claims and ensure compliance with local, state, and federal labor regulations. The division also participates in San Mateo County Training and Development which offers training and professional development to local

governments throughout the County to help recruit and retain talent in local government careers.

## **Information Technology (See Internal Service Fund 302)**

### **Core Services**

The core services of the Information Technology division provide high quality technology-based services and best in class support that facilitate the City's goal to effectively serve the needs of the community. The 4 core elements are Security, Performance, Innovation, User Experience.

### **Description**

The Information Technology division provides and maintains appropriate hardware and software for City departments; develops and maintains a secure network infrastructure; manages the City's data and voice infrastructure; and maintains the City's telecommunication. The division ensures that staff have the resources and training to effectively use equipment and technology in furtherance of their departmental goals. The division implements a people first focus to provide advanced solutions that must improve experience, eliminate obstacles, enhance transparency, and be future focused. The division also assists with providing research and information for Public Records Requests.

## **Risk Management (See Internal Service Fund 303)**

### **Core Services**

The core services of Risk Management enhance safety and protect citizens, employees, and assets of the City by fostering a culture of proactive risk management to effectively forecast, control, and mitigate the City's risk through effective loss prevention, claims management, and risk financing.

### **Description**

The Risk Management division is comprised of two programs: General Liability and Workers Compensation. Risk Management implements safety policies, and best practices and procedures, to mitigate the City's risk exposure. The Risk Management division protects City assets, provides liability insurance, and claims management services, and promotes the safety and well-being of City employees. The division manages liability, property and auto claims, and insurance programs. It also develops risk reduction policies and procedures, ensures compliance with the City's risk management operational best practices, and safety standards and regulations as defined by OSHA and the City's Injury and Illness Prevention Program (IIPP). The budget provides for premiums as well as operating funds for legal and other cost resulting from claims against the City.

The City is a member of the PLAN JPA (Pooled Liability Assurance Network Joint Powers), which is comprised of 28 greater Bay Area municipalities and is currently administered by Sedgwick staff under the direction of a Board of Directors, represented by its member cities. The Administrative Services Director is a member of the PLAN JPA Board of Directors.

The City's Workers Compensation program is self-funded through membership in a five-city JPA (Joint Powers Authority – The Cities Group). The JPA was formed to administer workers compensation and safety programs. The Cities Group programs are augmented by City-sponsored training, a City-wide safety committee, and workplace injury prevention assessments.

### **Fiscal Year 2021-2022 Accomplishments**

- Maintained financial stability despite uncertain economic conditions due to the ongoing pandemic.
- Developed a Covid Response Plan and Vaccine Mandate under OSHA guidelines, to assist with City protocols which ensured staff safety.
- Updated ergonomics assessments process to assist with employees who are telecommuting and working from a home office. Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 20-21 Operating and Capital Budget documents, representing compliance with best practices in budgeting.
- Completed annual audit, prepared the City's Annual Comprehensive Financial Report (ACFR), and received a clean audit opinion from the independent auditors.
- Completed mandated State Controller's and other financial reports in a timely manner.
- Decommissioned aging network infrastructure improving reliability and security.
- Completed the migration to Microsoft 365 providing greater efficiency, integration, security, ease of use, and reliability.
- Negotiated a five-year memorandum of understanding with City's labor groups.
- Held regular meetings of the City's Executive Risk Management Committee to provide oversight, coordination, and direction for the City's safety and risk management programs.
- Continues enrollment of new employees and maintained records for current employees in the DMV Pull Notice Program to comply with vehicle operations policy and best practices.
- Continues to review risk management and safety policies and procedures to ensure the City's compliance with risk management best practices framework and eligibility for grants.
- Completed the construction and installation of High-Speed internet connectivity at the City Corporation Yard facility to better support technology related components of the Corporation Yard construction project.

### **Fiscal Year 2022-2023 Goals / Strategic Plan Elements**

- Continue to utilize the partnership with San Mateo County Training Center to provide a broader spectrum of local training options/opportunities for City staff. Working with City administration and labor groups, continue revising the City's Personnel Policies and Procedures (Inclusive Governance).
- Update training matrix to ensure compliance with California and Federal law (Healthy Communities and Public Safety).

- Protect the City's financial sustainability through the systematic monitoring and reporting of the City's financial condition; identify and evaluate potential sources of new revenues and cost savings programs. (Fiscal Sustainability, Inclusive Governance)
- Support the City Council's Strategic Plan Elements and Initiatives as they relate to the City's Financial Operations (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Continue to upgrade and streamlining of outdated technology systems providing improved reliability and security of key City systems.
- Finalize the migration and updating of legacy database and support systems to cloud based services, improving security and resilience.
- Implement Phase 1 of technology replacement program to decommission and replace aging technology infrastructure
- Develop and initiate the City public portal modernization plan to improve public access and streamline City processes.
- Research and complete a Request for Proposal for the City's business license and transient occupancy tax (TOT) intake and payment provider.
- Research and possibly implement improvements to City internet infrastructure to improve reliability and harden City technology resources and community support during emergencies.
- Support the City Council's Strategic Elements and Initiatives as they relate to the City's Risk Management Program (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Comply with OSHA standards, regulations, and requirements and update the City's Injury and Illness Prevention Program for each worksite. Provide training on the IIPP to each department. (Healthy Communities and Public Safety).
- Continue to provide citywide training for employees and supervisors on Risk Management Program, including general liability and workers compensation procedures (Fiscal Sustainability, Inclusive Governance, Healthy Communities and Public Safety).
- Continue the management of the City's Workers' Compensation Program including implementing cost containment and control methods and expanding the injury prevention activities to improve our cost containment efforts. Conduct study to update essential functions of City's classifications. (Fiscal Sustainability, Inclusive Governance,).
- Continue to efficiently manage claims and seek recovery of costs when actions of a third-party cause damages to City property (Healthy Communities and Public Safety, Fiscal Sustainability).
- Continue to identify and reduce risks to the City (Healthy Communities and Public Safety, Fiscal Sustainability).



# Performance & Workload Measures

## Finance

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Maintain accurate and timely financial records and reports</b>				
Deliver the Annual Comprehensive Financial Report by end of December	Yes	Yes	Yes	Yes
Percentage of checks and receipts processed without errors	97%	98%	98%	99%
<b>Provide financial support to other departments</b>				
Percentage of purchase orders issued within 7 days	n/a	n/a	80%	99%
<b>Workload Measures</b>				
Number of invoices processed	2,628	2,638	3,064	3,100
Number of receipts processed	2,762	2,082	3,380	3,400

## Human Resources

Core Service and Measure	2019 Actuals	2020 Actuals	2021 Estimated	2022 Projected
<b>Recruitments</b>				
Applicants	312	90	112	150
New Hires	13	1	2	6

## Information Technology

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Maintain Performance &amp; Security of all technology infrastructure</b>				
Support tickets completed	Not avail	193	163	150
Outdated systems updated or decommissioned to retain security	0%	17%	63%	100%
Percent of Systems updated in line with technology improvement plan	N/A	100%	240%	100%
<b>Innovation and User Experience improvements</b>				
Systems/Services updated for usability & accessibility improvements (e.g., Legacy to Cloud, Software updates, Interface updates, etc.)	0	3	11	17

# ADMINISTRATIVE SERVICES

101-230

## DIVISION EXPENSE BY CATEGORY

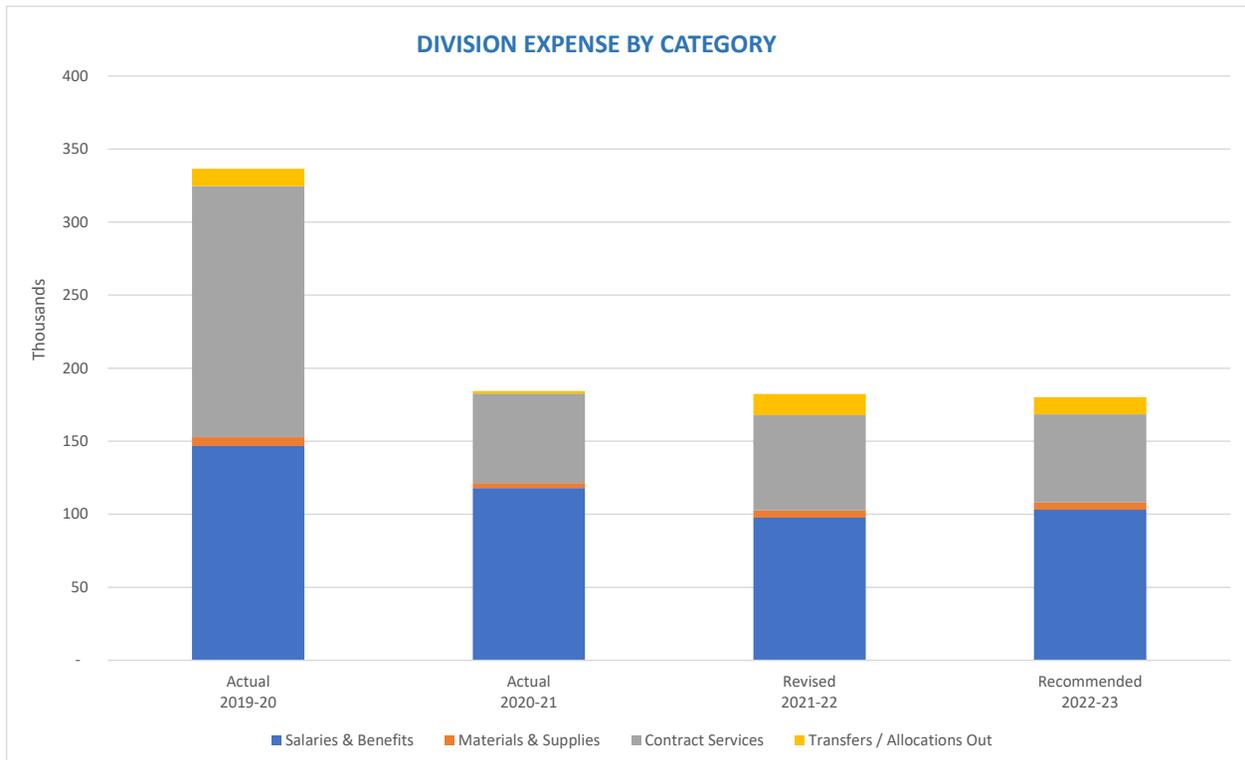
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	146,788	118,004	97,714	103,149
Materials & Supplies	6,042	3,404	5,000	5,000
Contract Services	171,848	61,217	65,046	60,320
Transfers / Allocations Out	11,830	1,755	14,531	11,693
<b>Division Total</b>	<b>336,507</b>	<b>184,380</b>	<b>182,291</b>	<b>180,162</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	336,507	184,380	182,291	180,162
<b>Division Total</b>	<b>336,507</b>	<b>184,380</b>	<b>182,291</b>	<b>180,162</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	-	-	-	-
Senior Management Analyst	-	0.50	0.25	0.25
Management Analyst	0.75	-	-	-
Administrative Assistant	0.50	0.50	0.50	0.50
<b>FTE Total</b>	<b>1.25</b>	<b>1.00</b>	<b>0.75</b>	<b>0.75</b>



# ADMINISTRATIVE SERVICES

101-230

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	146,788	118,004	97,714	103,149
6101	General Supplies	2,804	197	-	-
6201	Training/Meetings	1,056	-	-	-
6202	Memberships, Dues & Subscriptions	2,183	3,207	5,000	5,000
6301	Contract Services (Non-Govt)	133,247	6,423	20,000	20,000
6401	Other Rental	33,688	39,813	36,750	40,320
6405	Combined Utilities	4,914	14,981	-	-
6408	Utilities-Other	-	-	8,296	-
7201	General Transfers Out	11,830	1,755	-	-
7203	Vehicle ISF	-	-	2,204	413
7204	Equipment Fund ISF	-	-	5,556	5,116
7205	Risk Management ISF	-	-	6,771	6,164
	<b>Division Total</b>	<b>336,507</b>	<b>184,380</b>	<b>182,291</b>	<b>180,162</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	336,507	184,380	182,291	180,162
	<b>Division Total</b>	<b>336,507</b>	<b>184,380</b>	<b>182,291</b>	<b>180,162</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change is included.
6300-6399	Contract Services	Ad hoc services such as specialized IT support and consulting is charged here. There is no change to this category.
6400-6499	Utilities	Rent and utilities specifically from the Annex location are charged here. A slight decrease is included as a portion of utilities were consolidated under the IT budget.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

## DIVISION EXPENSE BY CATEGORY

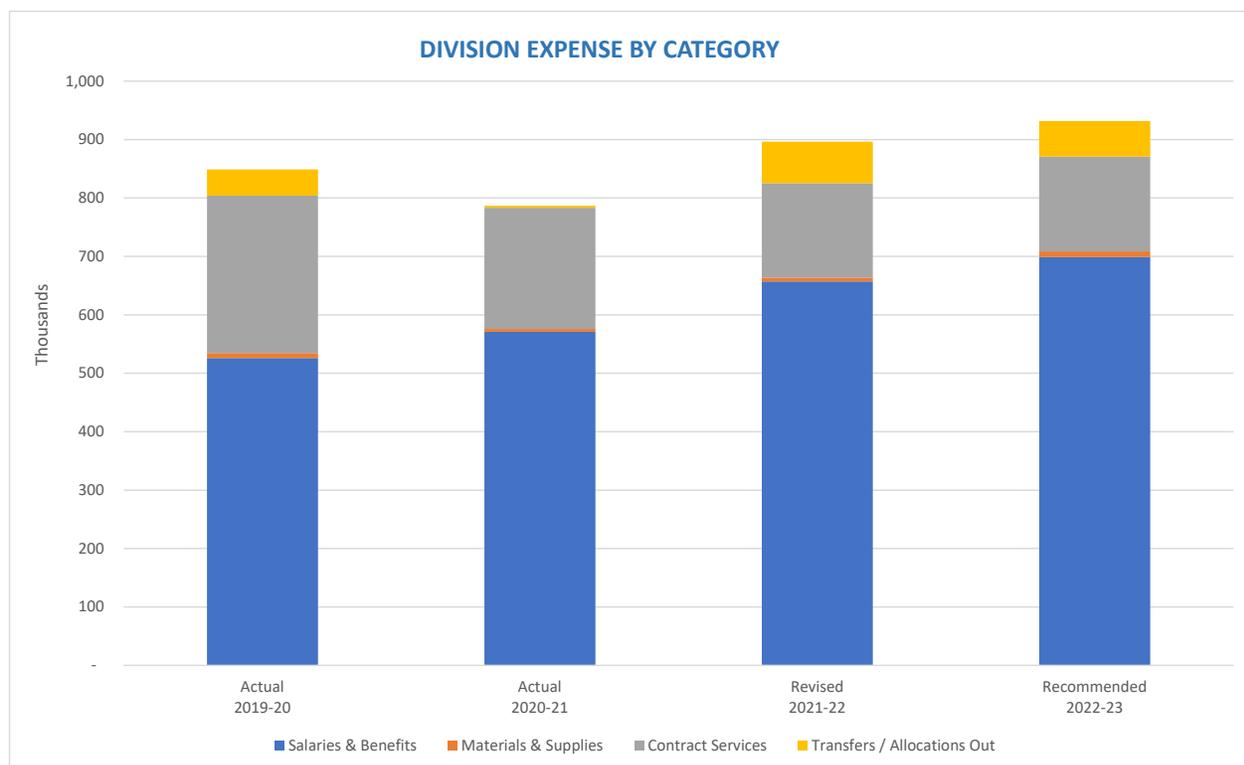
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	525,809	570,960	656,958	698,987
Materials & Supplies	8,591	4,803	6,500	9,500
Contract Services	269,751	207,384	161,802	162,500
Transfers / Allocations Out	44,674	3,628	71,271	60,453
<b>Division Total</b>	<b>848,825</b>	<b>786,774</b>	<b>896,531</b>	<b>931,440</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	1,894	50	-	-
General Fund	846,931	786,724	896,531	931,440
<b>Division Total</b>	<b>848,825</b>	<b>786,774</b>	<b>896,531</b>	<b>931,440</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	0.60	0.60	0.60	0.60
Finance Manager	-	-	0.80	0.80
Senior Accountant	1.00	1.00	-	-
Senior Management Analyst	0.70	0.50	0.25	0.25
Administrative Assistant	0.50	0.50	0.50	0.50
Accounting Technician	2.75	1.75	2.50	2.60
<b>FTE Total</b>	<b>5.55</b>	<b>4.35</b>	<b>4.65</b>	<b>4.75</b>



## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	525,809	570,960	656,958	698,987
6101	General Supplies	1,975	2,375	1,500	2,500
6201	Training/Meetings	4,441	155	3,000	5,000
6202	Memberships, Dues & Subscriptions	2,174	2,273	2,000	2,000
6301	Contract Services (Non-Govt)	237,113	153,406	18,500	18,500
6302	Contract Services (Govt)	3,099	6,409	6,500	1,000
6303	Advertising Costs	176	-	-	-
6309	Credit Card Fees	24,179	19,429	13,802	20,000
6320	Professional Services	-	-	60,000	60,000
6322	Auditing Services	-	19,192	53,000	53,000
6601	Property Tax Admin	4,830	8,947	10,000	10,000
6699	Miscellaneous Expense	355	-	-	-
7201	General Transfers Out	44,674	3,628	-	-
7203	Vehicle ISF	-	-	10,809	2,137
7204	Equipment Fund ISF	-	-	27,251	26,450
7205	Risk Management ISF	-	-	33,211	31,866
	<b>Division Total</b>	<b>848,825</b>	<b>786,774</b>	<b>896,531</b>	<b>931,440</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4902	Miscellaneous Revenue	1,894	50	-	-
	General Fund Contribution	846,931	786,724	896,531	931,440
	<b>Division Total</b>	<b>848,825</b>	<b>786,774</b>	<b>896,531</b>	<b>931,440</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and more staff time allocated.
6100-6199	Supplies & Materials	Various office supplies and materials to support finance operations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs include auditing services, TOT and Business License management, credit card processing fees. A slight decrease from the year prior.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# HUMAN RESOURCES

101-220

## DIVISION EXPENSE BY CATEGORY

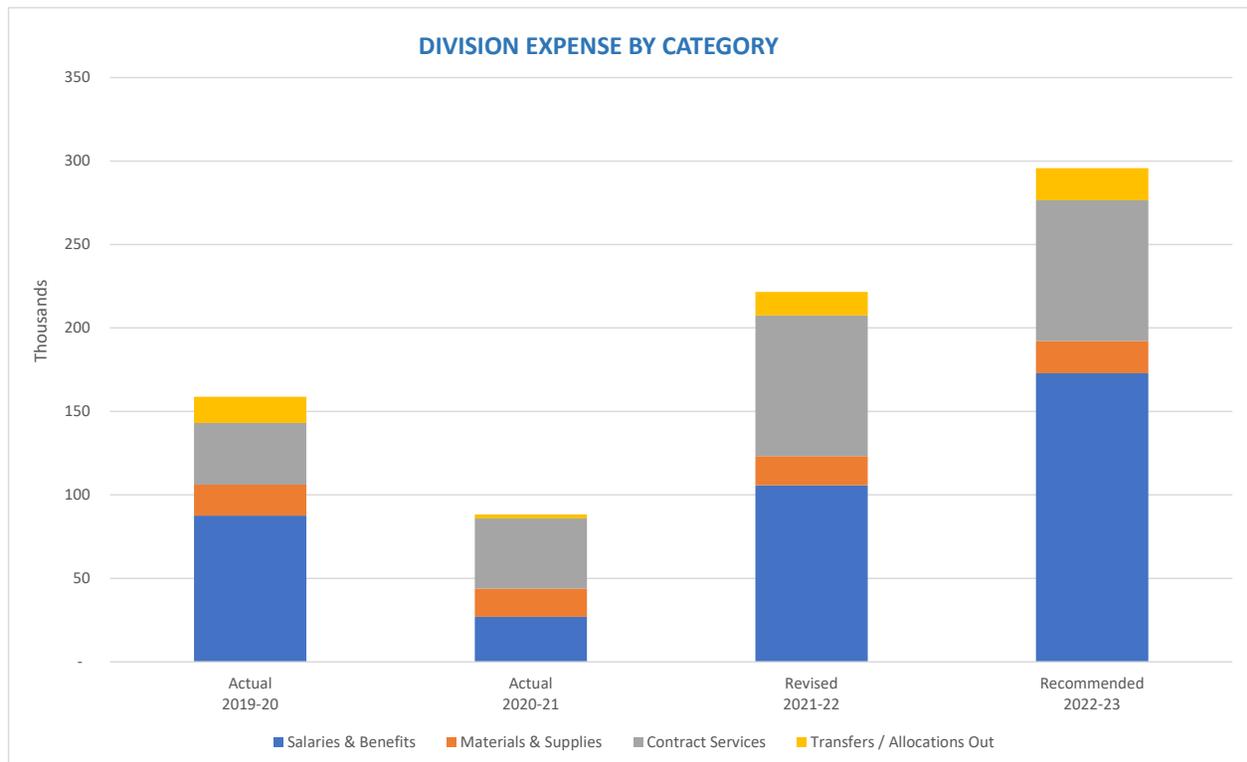
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	87,617	26,942	105,743	172,835
Materials & Supplies	18,513	16,915	17,416	19,416
Contract Services	36,896	41,927	84,339	84,339
Transfers / Allocations Out	15,747	2,564	14,026	19,197
<b>Division Total</b>	<b>158,772</b>	<b>88,349</b>	<b>221,524</b>	<b>295,787</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	158,772	88,349	221,524	295,787
<b>Division Total</b>	<b>158,772</b>	<b>88,349</b>	<b>221,524</b>	<b>295,787</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	-	-	-	-
Management Analyst	0.80	-	0.90	0.90
Accounting Technician	-	0.25	0.50	0.40
<b>FTE Total</b>	<b>0.80</b>	<b>0.25</b>	<b>1.40</b>	<b>1.30</b>



# HUMAN RESOURCES

101-220

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	87,617	26,942	105,743	172,835
6101	General Supplies	4,240	6,490	2,060	2,060
6104	Employee Engagement	1,355	481	5,356	5,356
6201	Training/Meetings	4,936	1,450	5,000	5,000
6202	Memberships, Dues & Subscriptions	7,981	8,494	5,000	7,000
6301	Contract Services (Non-Govt)	26,824	36,026	25,000	55,000
6310	Hiring Costs	10,072	546	28,000	28,000
6325	Legal Counsel	-	5,355	30,000	-
6405	Combined Utilities	-	-	1,339	1,339
7201	General Transfers Out	15,747	2,564	-	-
7203	Vehicle ISF	-	-	2,127	679
7204	Equipment Fund ISF	-	-	5,363	8,400
7205	Risk Management ISF	-	-	6,536	10,119
<b>Division Total</b>		<b>158,772</b>	<b>88,349</b>	<b>221,524</b>	<b>295,787</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	158,772	88,349	221,524	295,787
<b>Division Total</b>		<b>158,772</b>	<b>88,349</b>	<b>221,524</b>	<b>295,787</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Supplies and materials to support human resource functions. No change is included.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. A slight increase is included.
6300-6399	Contract Services	Costs include recruitment expenses, hiring costs, and labor related legal counsel as needed. No change is included.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# EQUIPMENT & INFORMATION TECHNOLOGY FUND

## FUND 302

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	7,971	4,672	5,050	3,500
Miscellaneous	7,720	(7,432)	-	-
<b>TOTAL REVENUE</b>	<b>15,692</b>	<b>(2,760)</b>	<b>5,050</b>	<b>3,500</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	11,747	76,484	97,569
Materials & Supplies	39,970	37,658	38,000	91,000
Contract Services	336,647	278,784	370,000	340,751
Depreciation	16,161	16,161	23,000	16,161
<b>TOTAL EXPENDITURES</b>	<b>392,778</b>	<b>344,349</b>	<b>507,484</b>	<b>545,481</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From All Funds	423,325	612,014	515,728	545,481
<b>NET TRANSFERS</b>	<b>423,325</b>	<b>612,014</b>	<b>515,728</b>	<b>545,481</b>
<b>NET CHANGE TO NET ASSETS</b>	<b>46,239</b>	<b>264,905</b>	<b>13,294</b>	<b>3,500</b>
<b>BEGINNING NET ASSETS</b>	<b>567,728</b>	<b>613,967</b>	<b>878,871</b>	<b>838,000</b>
<b>ENDING NET ASSETS</b>	<b>613,967</b>	<b>878,871</b>	<b>892,165</b>	<b>841,500</b>

*Note: The presentation above reflects a Net Assets basis of presentation. In the Equipment Fund, Net Assets primarily include capitalized equipment and cash.*

# INFORMATION TECHNOLOGY

302-240

## DIVISION EXPENSE BY CATEGORY

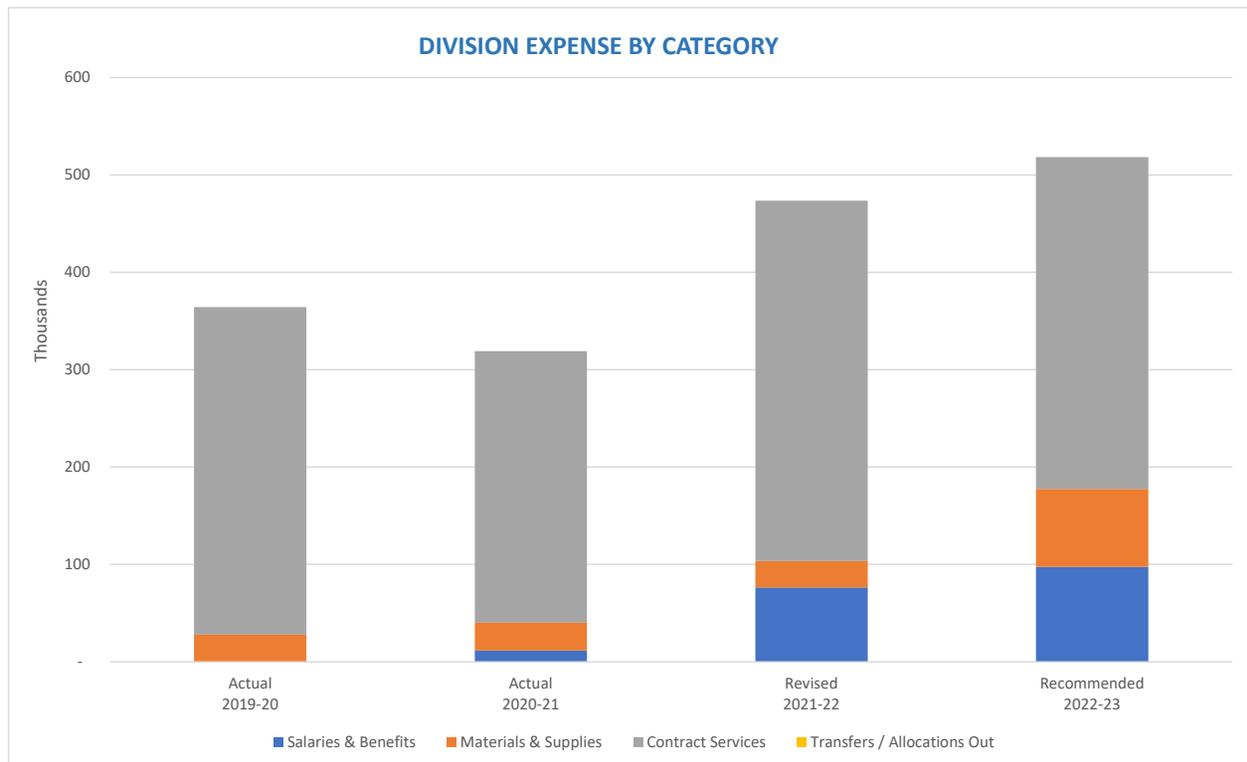
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	-	11,747	76,484	97,569
Materials & Supplies	28,003	28,462	27,000	80,000
Contract Services	336,242	278,784	370,000	340,751
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>364,246</b>	<b>318,992</b>	<b>473,484</b>	<b>518,320</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Contribution from Other Funds	364,246	318,992	473,484	518,320
<b>Division Total</b>	<b>364,246</b>	<b>318,992</b>	<b>473,484</b>	<b>518,320</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	0.05	0.05	0.05	0.05
Senior Management Analyst	-	-	0.50	0.50
Management Analyst	0.10	-	-	-
<b>FTE Total</b>	<b>0.15</b>	<b>0.05</b>	<b>0.55</b>	<b>0.55</b>



# INFORMATION TECHNOLOGY

302-240

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999 Salaries & Benefits	-	11,747	76,484	97,569
6101 General Supplies	3,225	326	5,000	-
6105 Equipment Supplies	24,779	28,136	22,000	80,000
6301 Contract Services (Non-Govt)	336,242	278,784	11,000	45,227
6323 Desktop / IT Support	-	-	180,000	200,000
6324 Software Subscription	-	-	179,000	62,500
6408 Utilities-Other	-	-	-	33,024
<b>Division Total</b>	<b>364,246</b>	<b>318,992</b>	<b>473,484</b>	<b>518,320</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	364,246	318,992	473,484	518,320
	<b>Division Total</b>	<b>364,246</b>	<b>318,992</b>	<b>473,484</b>	<b>518,320</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Costs mainly include various equipment replacement and IT related supplies. Increase is included to replace aging equipment.
6300-6399	Contract Services	Contracts include desktop and help desk support for all city workstations, ongoing subscriptions related to the Economic Resource Planning (ERP) system, and various software licenses such as Microsoft and Adobe.

## RISK MANAGEMENT FUND 303

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	54,893	31,133	23,600	22,000
Miscellaneous	43,439	(41,670)	-	-
TOTAL REVENUE	98,332	(10,537)	23,600	22,000
<b>EXPENDITURES</b>				
Salaries & Benefits	94,068	111,509	152,370	159,192
Materials & Supplies	2,218	4	16,274	16,274
Contract Services	291,643	308,067	481,697	481,697
Capital Projects	-	-	-	-
Litigation Contingency	-	-	300,000	300,000
TOTAL EXPENDITURES	387,928	419,579	950,341	957,163
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From All Funds	625,334	500,000	628,530	657,163
NET TRANSFERS	625,334	500,000	628,530	657,163
<b>NET CHANGE TO NET ASSETS</b>	335,737	69,883	(298,211)	(278,000)
<b>BEGINNING NET ASSETS</b>	<b>2,043,721</b>	<b>2,379,458</b>	<b>2,449,342</b>	<b>2,597,000</b>
<b>ENDING NET ASSETS</b>	<b>2,379,458</b>	<b>2,449,342</b>	<b>2,151,131</b>	<b>2,319,000</b>

Note: The presentation above reflects a Net Assets basis of presentation. In the Risk Management Fund, Net Assets primarily represents cash less claim liabilities.

# GENERAL LIABILITY

303-250

## DIVISION EXPENSE BY CATEGORY

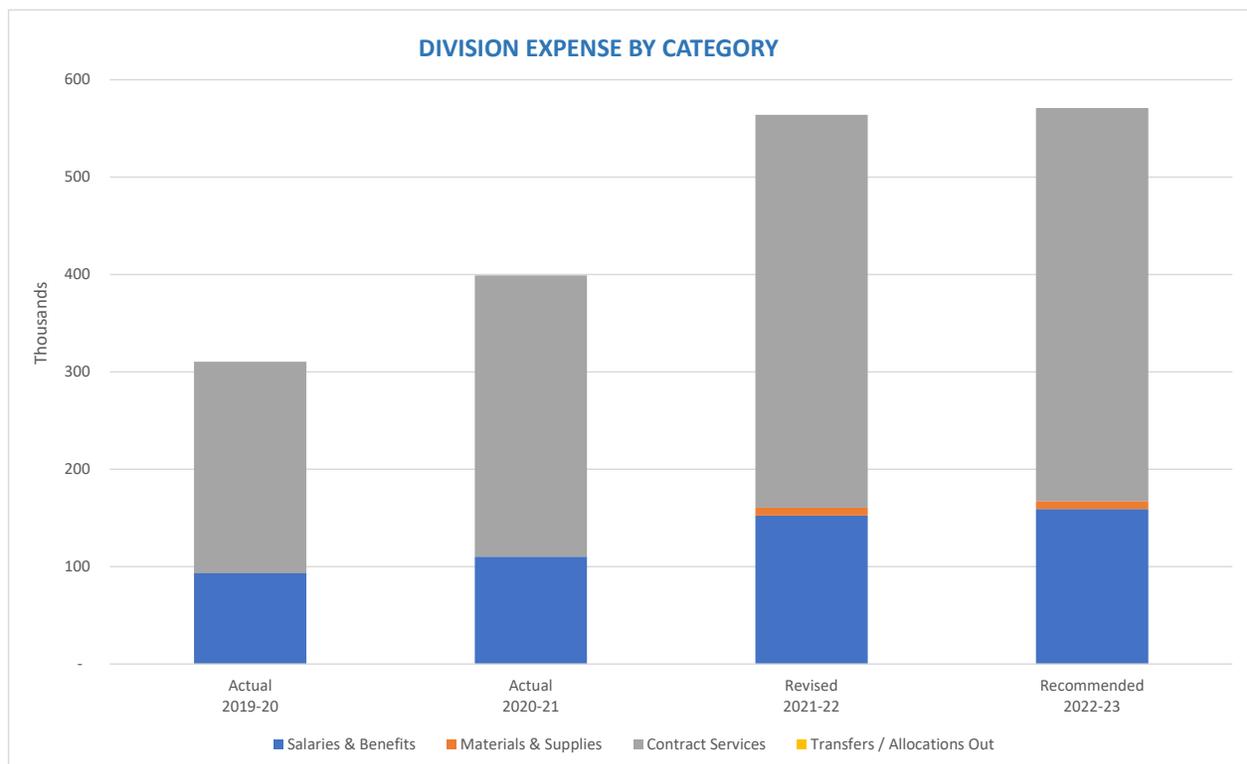
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	93,780	110,342	152,370	159,192
Materials & Supplies	18	-	8,137	8,137
Contract Services	216,704	288,698	403,604	403,604
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>310,501</b>	<b>399,039</b>	<b>564,111</b>	<b>570,933</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Contribution from Other Funds	310,501	399,039	564,111	570,933
<b>Division Total</b>	<b>310,501</b>	<b>399,039</b>	<b>564,111</b>	<b>570,933</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Manager	0.05	0.05	0.05	0.05
Deputy City Manager	0.05	0.05	0.05	0.05
Administrative Services Director	0.30	0.30	0.30	0.30
Finance Manager	-	-	0.10	0.10
City Clerk / Communications Director	0.05	0.05	0.05	0.05
Management Analyst	-	-	0.10	0.10
Senior Management Analyst	0.30	-	-	-
Accounting Technician	0.10	-	-	-
<b>FTE Total</b>	<b>0.85</b>	<b>0.45</b>	<b>0.65</b>	<b>0.65</b>



# GENERAL LIABILITY

303-250

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999 Salaries & Benefits	93,780	110,342	152,370	159,192
6101 General Supplies	18	-	8,137	8,137
6301 Contract Services (Non-Govt)	34,911	35,940	77,523	77,523
6305 Liability Insurance	181,792	248,451	326,081	326,081
6325 Legal Counsel	-	4,307	-	-
<b>Division Total</b>	<b>310,501</b>	<b>399,039</b>	<b>564,111</b>	<b>570,933</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	310,501	399,039	564,111	570,933
	<b>Division Total</b>	<b>310,501</b>	<b>399,039</b>	<b>564,111</b>	<b>570,933</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Office supplies to support the division. There is no change to this category.
6300-6399	Contract Services	General liability member contributions and various claims are charged here. No change is included.

# WORKERS' COMPENSATION

303-260

## DIVISION EXPENSE BY CATEGORY

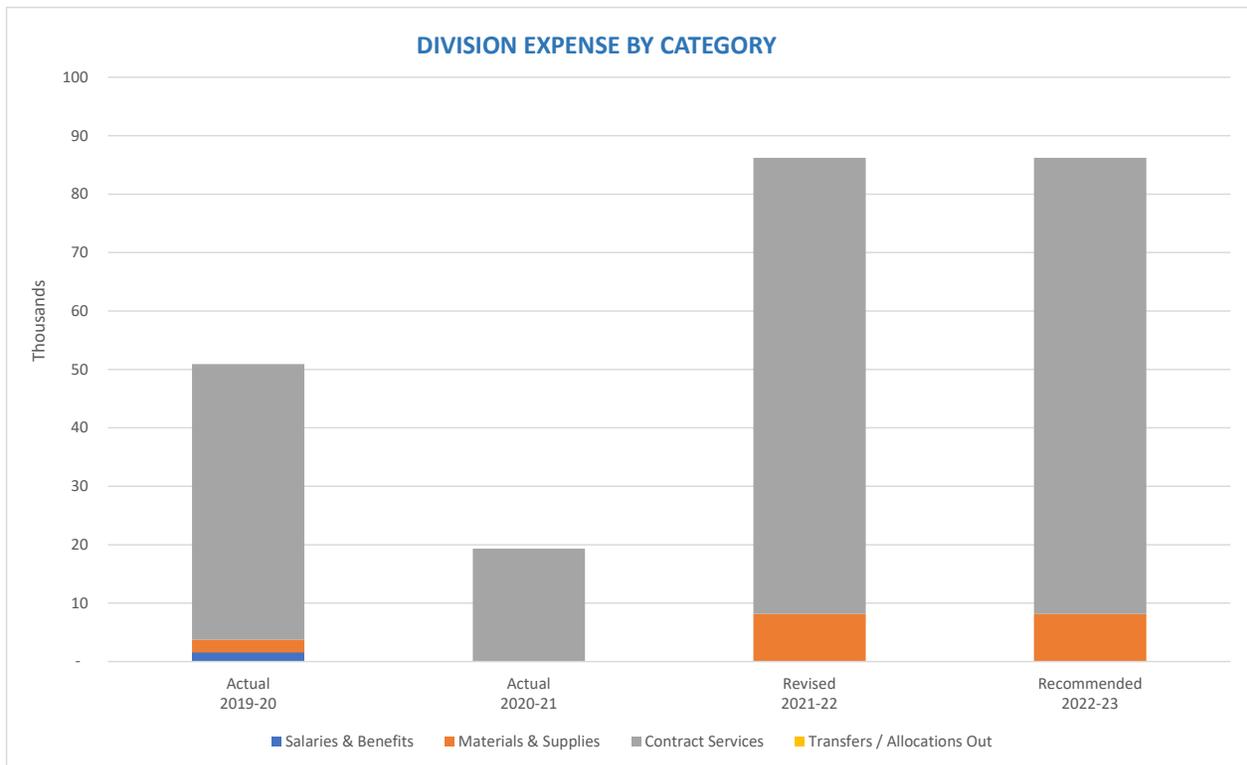
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	1,531	-	-	-
Materials & Supplies	2,200	4	8,137	8,137
Contract Services	47,201	19,341	78,093	78,093
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>50,932</b>	<b>19,345</b>	<b>86,230</b>	<b>86,230</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Contribution from Other Funds	50,932	19,345	86,230	86,230
<b>Division Total</b>	<b>50,932</b>	<b>19,345</b>	<b>86,230</b>	<b>86,230</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Management Analyst	0.10	-	-	-
<b>FTE Total</b>	<b>0.10</b>	<b>-</b>	<b>-</b>	<b>-</b>



# WORKERS' COMPENSATION

303-260

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	1,531	-	-	-
6101	General Supplies	2,200	4	8,137	8,137
6301	Contract Services (Non-Govt)	2,960	-	53,045	53,045
6305	Liability Insurance	9,751	10,357	25,048	25,048
6607	Claims Liability	34,490	8,984	-	-
<b>Division Total</b>		<b>50,932</b>	<b>19,345</b>	<b>86,230</b>	<b>86,230</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	50,932	19,345	86,230	86,230
<b>Division Total</b>		<b>50,932</b>	<b>19,345</b>	<b>86,230</b>	<b>86,230</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
6100-6199	Supplies & Materials	Office supplies to support the division. There is no change to this category.
6300-6399	Contract Services	Workers' compensation charges and long-term disability charges are charged here. No change is included.



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# Public Safety

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# Public Safety

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## Core Services

The core services of the Public Safety Department support the partnership with City departments and the community to protect life and property, enhance health and safety, and improve the quality of life of all residents, businesses, and visitors to Half Moon Bay.

## Description

The City contracts with the County of San Mateo Sheriff's Office for law enforcement services including regular patrols, dispatch responses to emergency and 911 calls, investigative services, community policing, and specialized law enforcement services as needed. The San Mateo County Sheriff's Office is dedicated to the preservation of public safety by providing innovative and progressive service in partnership with the Half Moon Bay community. Animal control services are also provided through the County.

## Service Priorities

- Deliver 24-hour emergency response
- Coordinate emergency preparedness efforts
- Detect and reduce crime
- Enforce traffic laws
- Manage records and reporting
- Provide community policing
- Assist in coordinating the annual Youth Summit
- Coordinate the Sheriff's Activity League on the Coastside

## Staffing

The Public Safety budget consists of key contracts for services with San Mateo County for law enforcement, 911 dispatch, animal control, emergency services, and contracts with agencies that provide other related services such as citation processing.

## Service Level Changes

All services will remain the same.

## Budget Highlights / Summary of Changes

The Law Enforcement budget includes an annual cost of living adjustment.

### **Fiscal Year 2021-22 Accomplishments**

- In partnership with the Sheriff's Office CARON group, hosted several Coastside events.
- Coordinated with the Sheriff's Psychiatric Emergency Response Team (PERT) to reduce tragic outcomes, divert hospitalization and incarceration, reduce recidivism, and connect those with mental illness and addiction to community resources.
- Collaborated in the launch of the Crisis Assistance Response and Evaluation Services (CARES) program, providing resources, training, and coordination to ensure safe response to mental health crises.
- Continued the Empowering Young Women Group to engage and facilitate positive outcomes in young women.
- Continued work with the Homeless Outreach Team to address homeless issues.
- Participated in Gang Task Force with deployments to Half Moon Bay.
- Participated in San Mateo County Saturation Traffic Enforcement Program (STEP) with deployments to Half Moon Bay.
- Increased traffic enforcement during high peak weekends and holidays.
- Hosted an open house and ribbon cutting community event for the newly remodeled Half Moon Bay substation.

### **Fiscal Year 2022-23 Goals / Strategic Plan Elements**

- Continue to make community policing a priority and generate additional community events (Healthy Communities and Public Safety).
- Participate in additional community engagement meetings to build trust and learn from the residents' interactions with law enforcement. (Healthy Communities and Public Safety).
- Partner with several community groups in order to strengthen communication, transparency, and trust (Healthy Communities and Public Safety).
- Continue to support the CARES and PERT teams to ensure safe outcomes in response to mental health crises.
- Coordinate with City staff and regional partners on creating and implementing Emergency Preparedness Plans, including the annual summer beach plan and traffic (Healthy Communities and Public Safety).
- Continue to work with the City and regional partners regarding homeless issues (Healthy Communities and Public Safety).
- Participate in the Gang Task Force (Healthy Communities and Public Safety).
- Utilize the Sheriff's Office Bicycle Unit and Off-Road Motorcycle Unit to patrol coastal trails, Poplar Beach, and other coastal areas. (Healthy Communities and Public Safety).
- Continue traffic enforcement in order to decrease accidents by utilizing the Sheriff's Office Motorcycle Unit and Half Moon Bay patrol staff (Healthy Communities and Public Safety).
- Educate and disseminate prevention information regarding phone scams, burglary trends, and other crimes of opportunity (Healthy Communities and Public Safety).

# PUBLIC SAFETY

101-310

## DIVISION EXPENSE BY CATEGORY

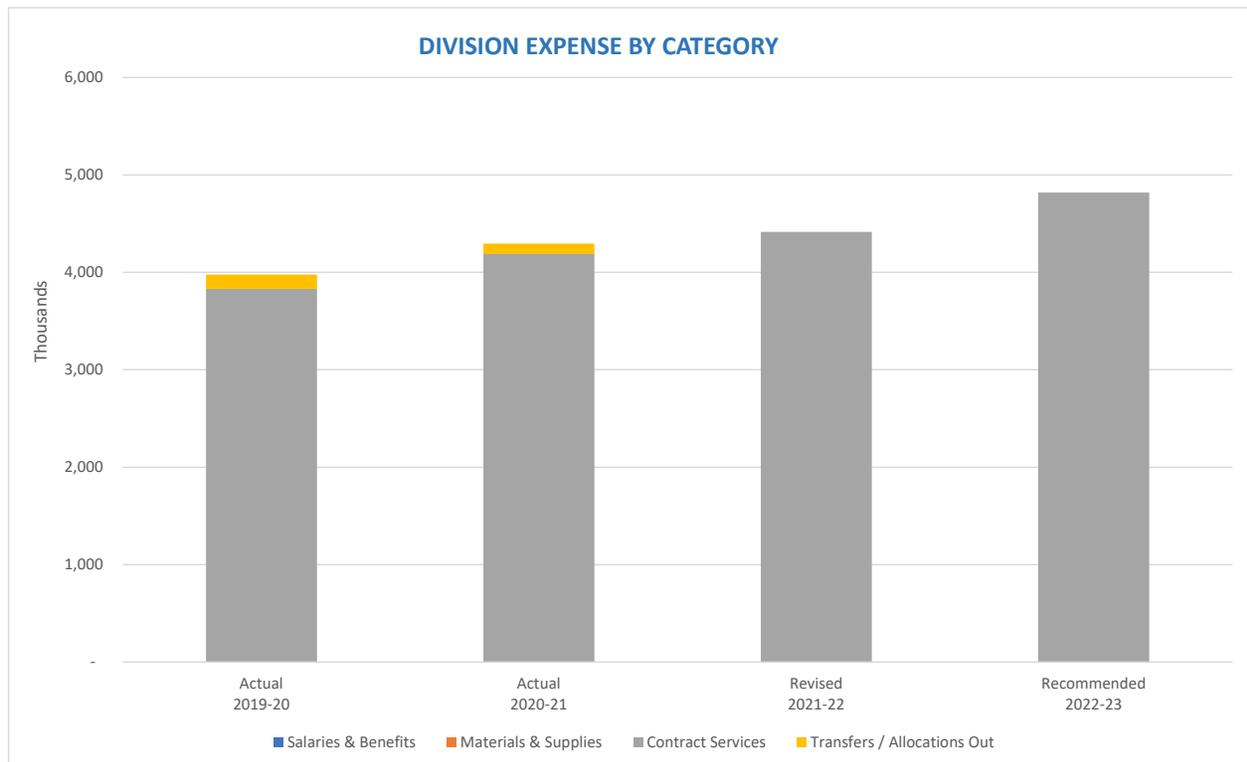
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	639	1,000	1,000
Contract Services	3,829,799	4,187,688	4,414,492	4,818,699
Transfers / Allocations Out	147,937	105,835	-	-
<b>Division Total</b>	<b>3,977,736</b>	<b>4,294,162</b>	<b>4,415,492</b>	<b>4,819,699</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Taxes	21,275	31,816	25,800	29,600
Charges for Services	159,631	112,651	108,634	82,885
Other Revenue	556,649	1,797,892	1,003,202	660,198
General Fund	3,240,181	2,351,803	3,277,856	4,047,016
<b>Division Total</b>	<b>3,977,736</b>	<b>4,294,162</b>	<b>4,415,492</b>	<b>4,819,699</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
<b>FTE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# PUBLIC SAFETY

101-310

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	-	-	-	-
6101	General Supplies	-	639	1,000	1,000
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	48,371	18,054	25,000	35,000
6302	Contract Services (Govt)	3,781,408	4,165,337	20,000	-
6317	Animal Control	-	-	126,905	121,911
6318	Sheriff Patrol	-	-	3,942,950	4,352,084
6319	Other Sheriff Services	-	-	265,912	275,804
6405	Combined Utilities	20	4,297	-	-
6408	Utilites - Other	-	-	3,500	3,675
6610	JPA/District Contributions	-	-	30,225	30,225
7201	General Transfers Out	147,937	105,835	-	-
	<b>Division Total</b>	<b>3,977,736</b>	<b>4,294,162</b>	<b>4,415,492</b>	<b>4,819,699</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4131	Sales & Use Tax	-	6,268	-	-
4136	Public Safety Sales Tax	21,275	25,548	25,800	29,600
4202	Alarm Fees	6,900	-	7,000	5,300
4203	P.D. Permit Special Revenue	11,733	2,863	-	706
4301	Fines & Forfeitures	140,238	108,937	100,000	76,428
4302	Abandoned Vehicle Abatement	-	-	-	-
4411	Investigation & Report	760	851	1,634	451
4902	Miscellaneous Revenue	556,649	1,797,892	390,585	-
4903	Reimbursed Expenses	-	-	612,617	660,198
	General Fund Contribution	3,240,181	2,351,803	3,277,856	4,047,016
	<b>Division Total</b>	<b>3,977,736</b>	<b>4,294,162</b>	<b>4,415,492</b>	<b>4,819,699</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Patrol services are contracted out thus no salary charges are budgeted.
6100-6199	Supplies & Materials	Supplies only are for the mailing and renewing of alarm permits as issued by the City.
6300-6399	Contract Services	Services budgeted here include patrol services, animal control, 911 dispatch and narcotics task force support. Increases are primarily due to rising costs in these existing contracts.
6400-6499	Utilities	A small portion of the utilities generated at the Sheriff station are charged here. A slight increase to cover those costs.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.

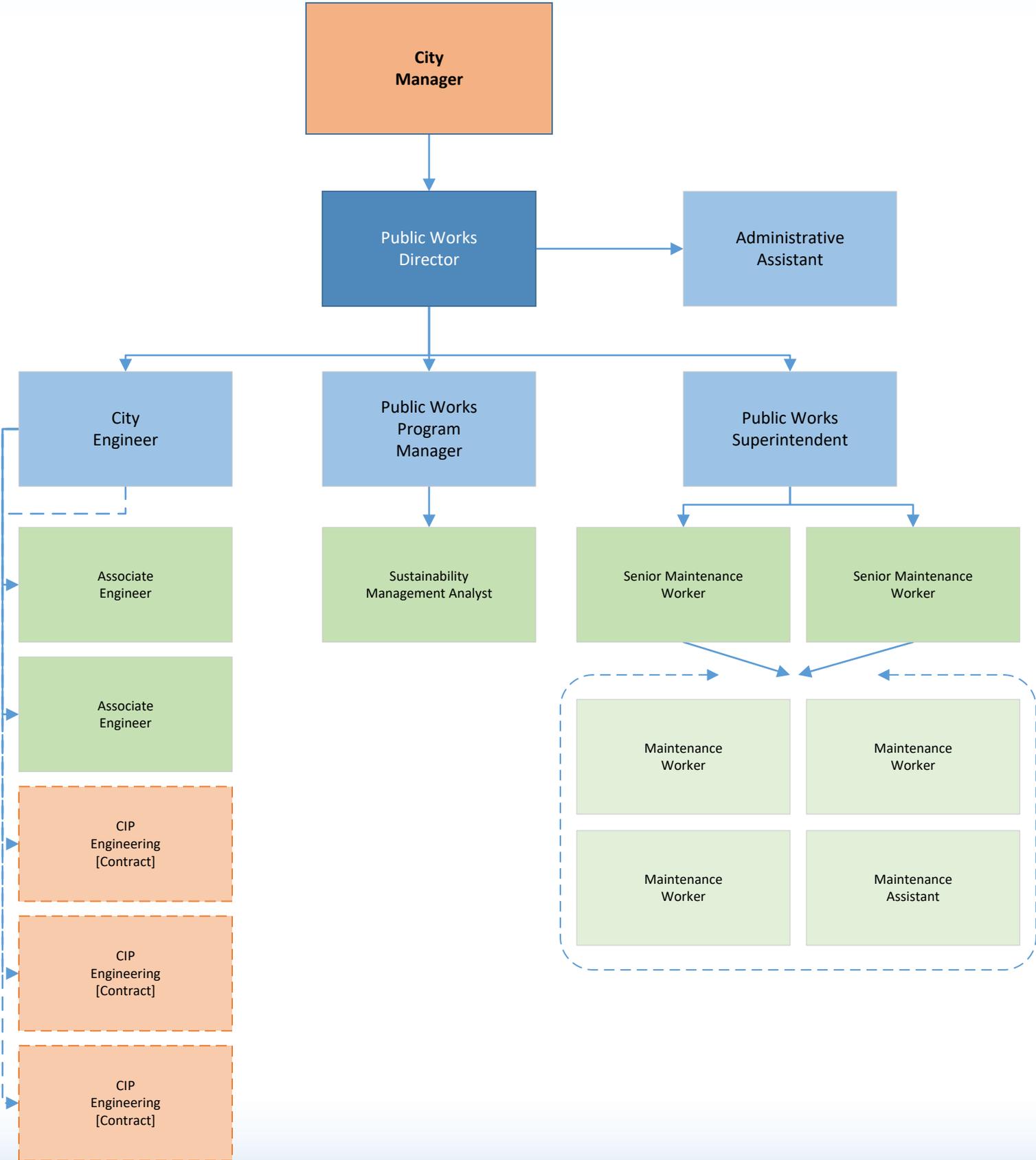


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# Public Works

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# Public Works Department





# Public Works

## Core Services

The core services of the Public Works Department promote safety, livability, and sustainability through effective management of streets, parks, facilities, and utilities. The department is also dedicated to excellence, integrity, and environmental stewardship.

## Vision

Making Half Moon Bay the premier place to vivir (live), trabajar (work) and jugar (play)!

## Description

The Public Works Department coordinates and manages maintenance, replacement, and enhancement of City infrastructure, including streets, streetlights, street and regulatory markings and signage, medians, parkways, the storm water collection and conveyance system, the sewer collection system, parks and trails, as well as public facilities. The department develops, manages, and implements the City's Five-Year Capital Improvement Program (CIP), reviews private development applications, coordinates with Caltrans on Highways 1 and 92, manages and oversees the City's solid waste franchise agreement, develops and implements sustainability programs, and ensures private and public compliance with local, state, and federal regulations, including the Federal Clean Water Act, National Pollutant Discharge Elimination System, and the endangered species acts. The department also serves as liaison to the Sewer Authority Mid-Coastside (SAM), City County Association of Governments (C/CAG), the Metropolitan Transportation Commission (MTC), Caltrans and other agencies.

## Service Priorities

- Protect and enhance the public health, safety, and welfare of the community.
- Maintain critical City infrastructure, parks, trails, and public facilities.
- Develop and implement the City's Five-Year Capital Improvement Program (CIP).
- Implement preventive maintenance efforts where possible to reduce pre-mature and costly replacement.
- Implement complete streets and neighborhood traffic calming to enhance quality of life in existing and new neighborhoods.
- Encourage multi-modal transportation, traffic management and transportation demand management strategies.
- Incorporate green infrastructure, watershed management, and habitat enhancement / protection into capital infrastructure planning and design efforts.
- Identify and implement sustainability programs.
- Maintain City compliance with CalRecycle.
- Monitor and manage the City's 10-year solid waste franchise agreement.

## **Staffing**

The Public Works Department consists of a Director, the City Engineer, Public Works Superintendent, Senior Management Analyst, Management Analyst, Associate Engineer, Assistant Engineer, Administrative Assistant, two (2) Senior Maintenance Workers, four (4) Worker I/II positions, a Maintenance Assistant, a part time contract sewer engineer, a 20-hour contract Public Works Inspector and one (1) part time contract traffic engineer for management of capital projects.

## **Service Level Changes**

The department was formed in FY 2017-18 through reorganization of the former Community Development Department and merger of the Public Works-Facilities Maintenance Division and Sewer System Operations from the City Manager's Office. In the following years, the City added five (5) Maintenance Worker I/II positions bringing the total number of maintenance workers back to the pre-2008 recession levels. The City also brought engineering services in-house and created the Management Analyst position dedicated to sustainability. As part of the FY 2021-22 mid-year budget review, one maintenance position that was frozen in response to Covid-19 was added back to the department. This position is being recruited at the Maintenance Assistant level to improve weekend coverage.

## **Budget Highlights / Summary of Changes**

The department budget includes funding for personnel-related costs, increased costs for consultant services, and materials and support for departmental programs. With the budget proposed for FY 2022-23, the department will seek to maintain current levels of service, expand the City's preventative maintenance efforts, and increase the City's outreach and education efforts around sustainability.

The Department is comprised of the following divisions:

## **Administration**

### **Core Services**

The core services of the Administration division provide support to each of the other four divisions: 1) Engineering, 2) Maintenance, 3) Sustainability, and 4) Sewer. Duties include administrative tasks including managing the Public Works hotline, executing contracts, and processing invoices to ensure each division is able to fulfill their respective duties to protect public health, safety, welfare, and improve the quality of life of residents and visitors alike.

### **Description**

The Administration division serves as the primary point of contact for the City Manager, City Council, Sewer Authority Midcoast, and other departments and agencies. The division generally serves as the Public Information Officer (PIO) for issues pertaining to Public Works and coordinates special purpose committees including the Bicycle/Pedestrian Advisory Committee (BPAC). The division is responsible for preparing the City's Five-Year Capital Improvement

Program (CIP), the Capital Budget, and the Public Works operating budget. It also oversees public procurements and accounts receivable for the department.

### **Fiscal Year 2021-2022 Highlights**

- Secured a \$129k Transportation Fund for Clean Air (TFCA) grant to implement bicycle and pedestrian improvements in the downtown corridor.
- Coordinated the City's first Project Management Training Series.
- Initiated Facilities Master Plan for Smith Field.
- Sought grants to improve multi-modal transportation on the Coastside, with an emphasis on the Eastside Parallel Trail North -Segment 2 project at Frenchman's Creek.

## **Engineering**

### **Core Services**

The core services of the Engineering division protect public health and safety and improve the quality of life of residents and visitors by ensuring safe and functional streets, bridges, intersections, and infrastructure that is designed, inspected, and maintained in accordance with the City Council approved Five-Year Capital Improvement Project (CIP), best practices and applicable local, state, and federal regulations and laws.

### **Description**

The Engineering division is responsible for review of private development, issuance of applicable permits, assisting with environmental reviews, coordination with other divisions/departments, consultant engineers, and other utility providers in the design and construction of new public and privately funded projects and infrastructure. The division serves as lead on the preparation of studies and master plans of the City's streets, buildings and grounds, sewage, and drainage systems. The division identifies capital improvement needs in consultation with other divisions and departments, coordinates with non-City utility providers on design and implementation of the CIP, and oversees design, permitting, bidding, bid award, and construction of projects identified in the CIP. The division is also responsible for managing the Traffic Safety Committee, related traffic safety regulations.

### **Fiscal Year 2021-2022 Highlights**

- Completed major CIP projects including the Highway 1 Safety – South project and the Sheriff Substation Renovation project.
- Awarded construction contract and initiated construction of Carter Park Renovation project.
- Completed design, obtained entitlements and awarded construction contract for Phase 1 of the City Corporate Yard Improvements project.
- Designed, bid and awarded construction contract for Kelly Avenue Crosswalks project (Pilarcitos Avenue and Alsace Lorraine).
- Finalized design of the Highway 1 Safety – North project.

- Finalized design and environmental work on Eastside Parallel Trail North (Segment 4), including coordination with County on northerly extension.
- Completed CDP process and initiated work toward 95-percent design on Poplar Street Traffic Calming and Safety project.
- Collaborated with Community Development on the Poplar Gateways Plan.
- Continued discussions with SamTrans and San Mateo County Transit District to improve Coastside transit options.
- Continued to work with Sheriff, Highway Patrol and Caltrans on ways to improve traffic flow on the Coastside with emphasis on summer, weekends and special events.

## **Maintenance**

### **Core Services**

The core services of the Maintenance division proactively maintain and enhance City streets, parks, trails, facilities, and infrastructure to ensure compliance with local, state, and federal laws, and continued functional and safe operations and use.

### **Description**

The Maintenance division provides seven day a week, 24 hour a day cost-effective and timely maintenance of City utilities including the sewer collection system, storm drain system, streets, sidewalks, street trees, trails/paths, and parks, as well as City-owned and operated buildings to enhance and protect the health, safety, and welfare of residents and visitors alike.

### **Fiscal Year 2021-2022 Highlights**

- Managed various contract service providers including janitorial, pest control, tree maintenance and portable toilets.
- Continued operation of LEED Certified Library facility including coordination of work by PG&E on temporary generator connection.
- Completed installation of timer door locks at Train Depot restrooms, Mac Dutra and Oak Avenue Park
- Completed installation of new Frenchman’s Creek playground equipment and rubberized surface.
- Completed installation of new rubberized surface at Oak Avenue Park.
- Initiated work (supply chain issues) with new Ocean View Park play equipment.
- Initiated work on design of Frenchman’s Creek Park Phase 2 project.
- Replaced skylights at City Hall.

## **Sustainability**

### **Core Services**

The core services of the Sustainability division help the City become a leader in environmental sustainability by establishing policies, implementing projects, and creating programs that decrease the City’s environmental impact and carbon footprint.

## Description

The division is responsible for identification, assessment, and implementation of sustainability programs, including development of the Sustainability Implementation Plan, writing, adopting and implementing the Climate Action and Adaptation Plan, and oversight of the solid waste franchise agreement. The division collaborates and coordinates projects and programs with other City departments and community partners to provide diverse public outreach and education opportunities. Additionally, the division manages the Coastal Clean-up contract with Abundant Grace as well as coordinates beach clean-up efforts.

## Fiscal Year 2021-2022 Highlights

- Prepared, adopted, and/or revised City's Municipal Code to incorporate new building electrification requirements, PV/EV requirements, and mandated SB 1383 programs.
- Operated a Beverage Container Redemption Pilot Project behind CVS in Strawflower Village utilizing secured grant funds from CalRecycle.
- Created the Climate Loteria game to assist in developing the City's first Climate Action and Adaptation Plan (CAAP).
- Updated the community Greenhouse Gas (GHG) inventory report.
- Initiated work on the Ocean Colony Sea Level Rise and Economic Impact analysis.
- Implemented the County's first disposable food ware ordinance.
- Hosted two community recycling days offering free paper shredding, compost pick-up, and e-waste recycling.
- Adopted revised Sustainable Purchasing and Practices Policy via City Manager approval.
- Expanded and maintained the sustainability resources on the City's website.
- Coordinated a permanent sharps collection program at the Coastside Fire District.
- Continued to manage the 10-year solid waste franchise agreement with Republic Services.
- Managed the 4<sup>th</sup> annual Earth Day Essay Contest.
- Participated in Chamber's Earth Day event.
- Continued to partner with Abundant Grace on the Coastal Clean Team and expanded the program.
- Continued a "pack it in, pack it out" educational campaign at Poplar Beach.
- Partnered with San Mateo County and the City of Pacifica on a Coastside pet waste education and outreach program.
- Partnered with San Mateo County on an edible food recovery program and compost procurement and education program.
- Promoted programs and services provided by Commute.org.

## **Sewer**

### **Core Services**

The core services of the Sewer division maintain the City's sewer collection system, ensure continued functional and safe operations and use, and ensure compliance with local, state, and federal laws.

### **Description**

The Sewer division provides cost-effective and timely maintenance of the City's sewer collection system to enhance and protect the health, safety, and welfare of residents and visitors alike. The Public Works Director serves as principal liaison to SAM staff, the SAM Board of Directors and City SAM Board representatives as well as with the City's contract FOG and collections maintenance quality control. The City Engineer coordinates with contract City Sewer Engineer on master planning, capital planning and on an "as-needed" basis.

### **Fiscal Year 2021-2022 Highlights**

- Completed construction of the \$2.8 million Ocean Colony Pump Station and Force Main project.
- Completed replacement of generator at Pelican Point Pump Station.
- Completed draft Sewer Master Plan Update and updated the hydraulic model.
- Managed the collection system maintenance contract with SAM.
- Managed contract services with Mark Thomas Company on oversight of sewer collection system maintenance and implementation of FOG program.
- Initiated remediation and modernization of four sewer effluent flow monitors.
- Managed SAM contract(s) and overall operations.

### **Fiscal Year 2022-2023 Departmental Goals / Strategic Plan Elements**

- Update and prioritize the City's Five-Year Capital Improvement Program for presentation and consideration by City Council.
- Complete capital projects designated for FY 2022-23 including Carter Park, Frenchmans Creek Park Phase 2, the City Corporation Yard and Coastal Trail Overlay projects.
- Maintain storm water conveyance ditches annually in conformance with NPDES permit and the State Streambed Alteration Permit.
- Seek new State Streambed Alteration Permit due to impending expiration.
- Continue work on State mandated TMDL Study for Venice Beach area.
- Maintain and monitor sewer collection system in conformance with the City's adopted Sewer System management Plan (SSMP) and State law.
- Continue to implement preventive maintenance program for public facilities and infrastructure.
- Coordinate and collaborate with Coastside emergency preparedness efforts.
- Collaborate on the implementation of the ADA Transition Plan.
- Monitor and manage the City's 10-year Solid Waste Franchise Agreement.

- Evaluate opportunities to enhance / expand parks, multi-use trails, and path opportunities.
- Adopt the Climate Action and Adaptation Plan (CAAP) and begin implementation of identified projects and programs
- Complete sewer pump station replacement at Ocean Colony and other sewer collection system capital repairs and replacements.
- Initiate work on 10-Year Maintenance Plan for City trails and paths
- Secure donor commitment for Smith Field, complete CDP process and construction design for funded portions of project.
- Complete design and initiate bids for Poplar Street Traffic Calming and Safety project and Highway 1 Safety – North project.



# Performance & Workload Measures

## Administration

Core Service and Measure	2019-20	2020-21	2021-22	2022-23
	Actuals	Actuals	Estimated	Projected
<b>Develop Budget and Capital Improvement Program</b>				
Prepare the Public Works Operating Budget by April	Yes	Yes	Yes	Yes
Prepare the Capital Improvement Program by May	Yes	Yes	Yes	Yes
Pursue and maintain grants for capital projects	Yes	Yes	Yes	Yes
<b>Provide contract and invoicing support</b>				
Execute contracts within 14 days of signed resolution	80%	85%	90%	90%
Process invoices within 21 days of receipt	80%	85%	95%	95%
<b>Workload Measures</b>				
Number of major capital projects delivered	6	0	6	13
Number of grants applied for (and received)	N/A	(7)	(9)	10

## Engineering

Core Service and Measure	2019-20	2020-21	2021-22	2022-23
	Actuals	Actuals	Estimated	Projected
<b>Provide private development support</b>				
Percentage of encroachment permits issued within 30 days	90%	90%	90%	90%
Provide comments and review for CDP applications within 21 days	90%	90%	90%	90%
<b>Workload Measures</b>				
Number of encroachment permits issued	89	98	110	100
Number of CDP applications reviewed	81	60	80	80

## Maintenance

Core Service and Measure	2019-20	2020-21	2021-22	2022-23
	Actuals	Actuals	Estimated	Projected
<b>Provide maintenance support to City-owned infrastructure</b>				
Respond to emergency requests within 24 hours	100%	100%	100%	100%
Respond to maintenance requests within 48 hours	92%	92%	95%	95%
Provide scheduled janitorial service	Yes	Yes	Yes	Yes
Provide regularly scheduled maintenance	Yes	Yes	Yes	Yes
<b>Workload Measures</b>				
Regulatory signs replaced and/or maintained	220	240	190	210
Trees maintained (trimmed or removed)	70	80	65	75

## Sustainability

<b>Core Service and Measure</b>	<b>2019-20 Actuals</b>	<b>2020-21 Actuals</b>	<b>2021-22 Estimated</b>	<b>2022-23 Projected</b>
<b>Manage the City's Sustainability Initiatives</b>				
Present the updated Sustainability Implementation Plan to City Council by February	Yes	Yes	Yes	Yes
Review the building electrification ordinance annually	Yes	Yes	Yes	Yes
Manage the City's Solid Waste Franchise Agreement and all state reporting and mandates	Yes	Yes	Yes	Yes
Manage the City's stormwater NPDES permit	Yes	Yes	Yes	Yes
<b>Workload Measures</b>				
Number of outreach events	25	14	11	19
Number of permits issued under electrification ordinance	N/A	N/A	0	15
Percent of trash captures and drainage inlets cleaned annually	100%	100%	100%	100%

## Sewer

<b>Core Service and Measure</b>	<b>2019-20 Actuals</b>	<b>2020-21 Actuals</b>	<b>2021-22 Estimated</b>	<b>2022-23 Projected</b>
<b>Provide maintenance support to City sewer collection system</b>				
Respond to emergency requests and call outs within 24 hours	100%	100%	100%	100%
Complete FOG inspections on schedule	90%	95%	95%	95%
Provide monthly collection system cleaning	Yes	Yes	Yes	Yes
Provide annual CCTV inspections	Yes	Yes	Yes	Yes
<b>Workload Measures</b>				
Number of FOG inspections (including reinspections)	97	81	80	80
Number of hot spots identified	113	143	77	85
Linear feet of sewer system cleaned annually (inclusive of multiple hotspot cleanings)	109,803	147,134		
Linear feet of CCTV inspections	14,189	12,910	23,000	23,000

# PUBLIC WORKS ADMINISTRATION

101-410

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	353,479	390,959	479,656	527,295
Materials & Supplies	2,816	13,470	26,000	44,500
Contract Services	43,393	135,397	185,000	115,000
Transfers / Allocations Out	21,567	2,543	55,438	47,668
<b>Division Total</b>	<b>421,255</b>	<b>542,368</b>	<b>746,094</b>	<b>734,463</b>

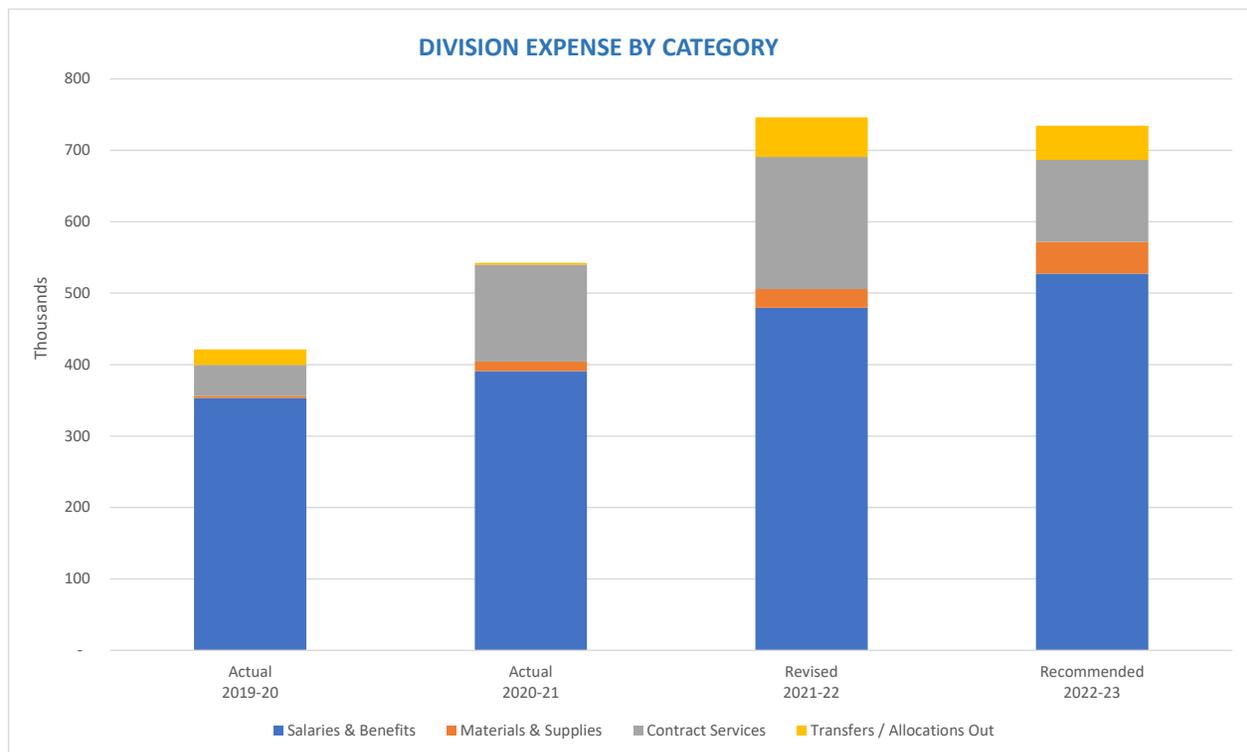
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	60,000	68,627	103,590	86,105
Taxes	-	-	513,900	500,000
General Fund	361,255	473,741	128,603	148,358
<b>Division Total</b>	<b>421,255</b>	<b>542,368</b>	<b>746,094</b>	<b>734,463</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Public Works Director	0.25	0.25	0.35	0.35
City Engineer	0.10	0.10	0.15	0.15
Senior Management Analyst	0.75	0.75	0.75	0.75
Management Analyst	0.70	1.00	1.00	1.00
Administrative Assistant	0.50	0.55	0.55	0.55
Maintenance Worker	0.10			
<b>FTE Total</b>	<b>2.40</b>	<b>2.65</b>	<b>2.80</b>	<b>2.80</b>

Part-Time non benefited employees included: Intern (1,040 hours)



# PUBLIC WORKS ADMINISTRATION

101-410

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	353,479	390,959	479,656	527,295
6101	General Supplies	-	10,667	20,000	20,000
6201	Training/Meetings	1,378	1,550	5,000	17,500
6202	Memberships, Dues & Subscriptions	1,438	1,253	1,000	7,000
6301	Contract Services (Non-Govt)	43,393	135,235	-	-
6303	Advertising Costs	-	162	-	-
6320	Professional Services	-	-	160,000	115,000
6610	JPA/District Contributions	-	-	25,000	-
7201	General Transfers Out	21,567	2,543	-	-
7203	Vehicle ISF	-	-	8,408	1,685
7204	Equipment Fund ISF	-	-	21,197	20,857
7205	Risk Management ISF	-	-	25,833	25,127
	<b>Division Total</b>	<b>421,255</b>	<b>542,368</b>	<b>746,094</b>	<b>734,463</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4140	Franchise Tax - Solid Waste	-	-	513,900	500,000
4141	BFI AB939 Fees	-	51,627	78,590	81,105
4850	Grants	30,000	16,000	25,000	5,000
4902	Miscellaneous Revenue	30,000	1,000	-	-
	General Fund Contribution	361,255	473,741	128,603	148,358
	<b>Division Total</b>	<b>421,255</b>	<b>542,368</b>	<b>746,094</b>	<b>734,463</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and the addition of a part-time intern.
6100-6199	Supplies & Materials	Supplies and materials to support Earth Day. No change is included.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Majority of costs represents coastal cleanup efforts as performed by a contractor. Increase is from rising costs from this contract.
6600-6699	Other Expenses	Costs include contribution to the Flood and Sea Level Rise District. City made its last payment in the prior year.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# ENGINEERING

101-420

## DIVISION EXPENSE BY CATEGORY

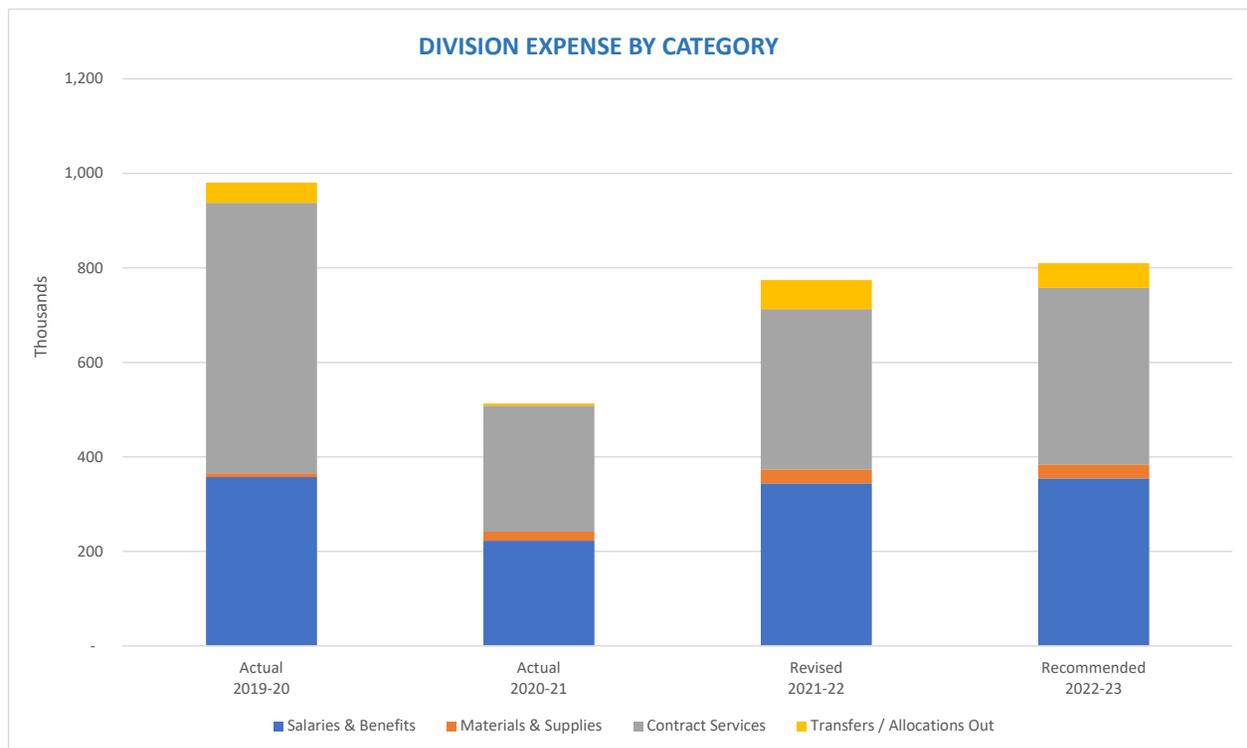
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	357,573	222,712	343,878	354,314
Materials & Supplies	7,833	18,986	30,000	30,000
Contract Services	572,207	266,624	339,000	373,500
Transfers / Allocations Out	42,897	5,136	61,438	52,598
<b>Division Total</b>	<b>980,509</b>	<b>513,458</b>	<b>774,316</b>	<b>810,412</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	239,455	97,748	72,000	125,000
General Fund	741,055	415,709	702,316	685,412
<b>Division Total</b>	<b>980,509</b>	<b>513,458</b>	<b>774,316</b>	<b>810,412</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Public Works Director	0.15	0.15	0.15	0.15
City Engineer	0.45	0.30	0.50	0.50
Associate Engineer	0.25	0.10	0.15	0.15
Senior Management Analyst	0.10	0.10	0.15	0.15
Community Preservation Specialist	-	0.10	0.10	0.10
Management Analyst	0.10	-	-	-
Permit Technician	0.20	0.20	0.20	0.20
Assistant Engineer	0.80	0.40	0.65	0.65
Administrative Assistant	0.10	-	-	-
<b>FTE Total</b>	<b>2.15</b>	<b>1.35</b>	<b>1.90</b>	<b>1.90</b>



# ENGINEERING

101-420

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	357,573	222,712	343,878	354,314
6101	General Supplies	4,222	1,207	5,000	5,000
6105	Equipment Supplies	-	12,461	5,000	5,000
6201	Training/Meetings	2,712	828	10,000	10,000
6202	Memberships, Dues & Subscriptions	899	4,490	10,000	10,000
6301	Contract Services (Non-Govt)	572,051	240,453	36,000	-
6303	Advertising Costs	156	-	4,000	4,000
6315	NPDES/Stormwater Compliance	-	26,171	122,000	174,500
6316	Engineering Services	-	-	177,000	195,000
7201	General Transfers Out	42,897	5,136	-	-
7203	Vehicle ISF	-	-	9,318	1,859
7204	Equipment Fund ISF	-	-	23,491	23,013
7205	Risk Management ISF	-	-	28,629	27,725
	<b>Division Total</b>	<b>980,509</b>	<b>513,458</b>	<b>774,316</b>	<b>810,412</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4421	Engineering Fees	239,410	96,020	72,000	125,000
4442	Planning Misc. Fees	45	-	-	-
4443	Zoning Fees	-	1,728	-	-
	General Fund Contribution	741,055	415,709	702,316	685,412
	<b>Division Total</b>	<b>980,509</b>	<b>513,458</b>	<b>774,316</b>	<b>810,412</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Office supplies and materials to support the Engineering division. There is no change to this category.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs only include specialized engineering plan reviews, NPDES compliance services and project management services. Increase primarily from rising NPDES costs and the increase in capital projects.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# MAINTENANCE

101-430

## DIVISION EXPENSE BY CATEGORY

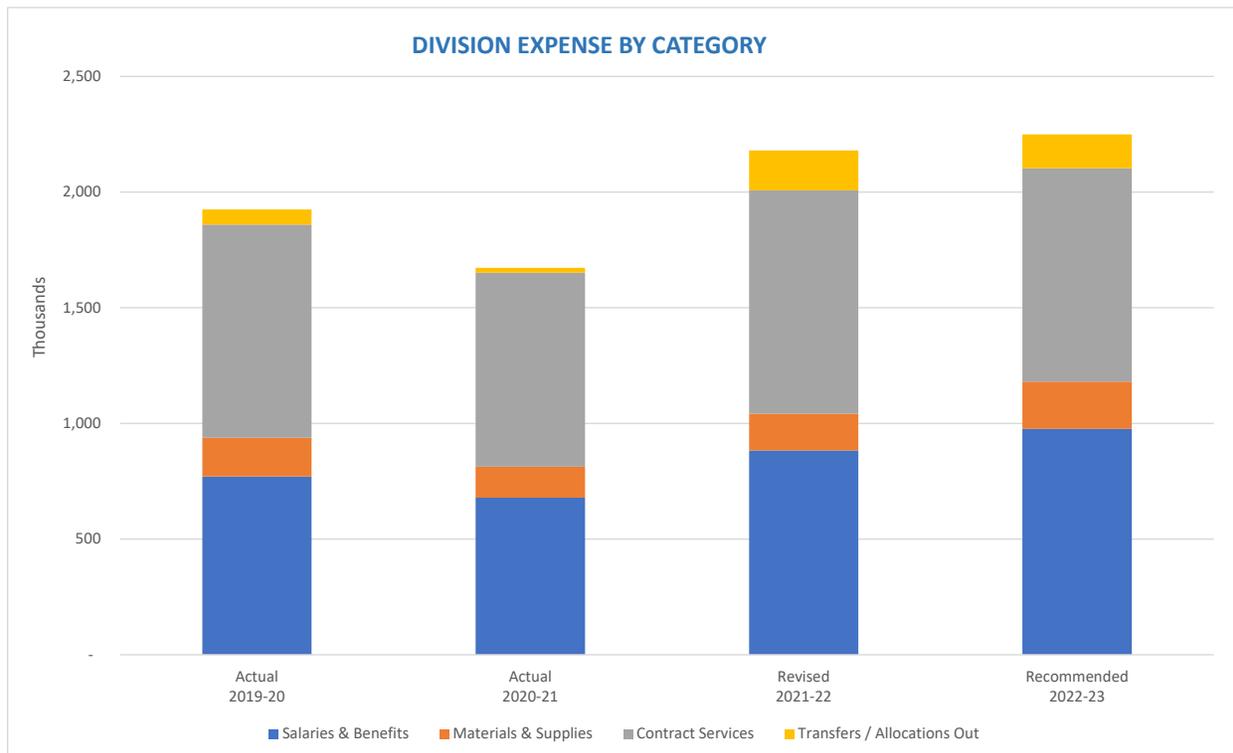
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	770,334	678,793	882,686	976,064
Materials & Supplies	167,409	134,089	159,000	205,000
Contract Services	921,237	838,440	966,000	922,072
Transfers / Allocations Out	65,791	21,323	172,612	145,973
<b>Division Total</b>	<b>1,924,771</b>	<b>1,672,645</b>	<b>2,180,298</b>	<b>2,249,108</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	5,765	4,216	5,540	4,300
Other Revenue	169,985	353,782	350,000	379,158
General Fund	1,749,022	1,314,647	1,824,758	1,865,650
<b>Division Total</b>	<b>1,924,771</b>	<b>1,672,645</b>	<b>2,180,298</b>	<b>2,249,108</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Public Works Director	0.25	0.20	0.20	0.20
Public Works Superintendent	0.55	0.55	0.80	0.80
Senior Maintenance Worker	1.60	1.60	1.60	1.60
Maintenance Assistant		-	1.00	1.00
Maintenance Worker I	2.70	2.60	2.95	2.95
Senior Management Analyst	0.15	0.15	0.10	0.10
Management Analyst	0.10	-	-	-
Administrative Assistant	0.20	0.15	0.15	0.15
<b>FTE Total</b>	<b>5.55</b>	<b>5.25</b>	<b>6.80</b>	<b>6.80</b>



# MAINTENANCE

101-430

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	770,334	678,793	882,686	976,064
6101	General Supplies	165,258	130,729	137,000	175,000
6107	Maintenance Signage	-	-	20,000	20,000
6201	Training/Meetings	986	3,361	2,000	10,000
6202	Memberships, Dues & Subscriptions	1,165	-	-	-
6301	Contract Services (Non-Govt)	606,295	481,091	45,000	100,000
6302	Contract Services (Govt)	4,500	4,496	5,000	-
6311	Building/Grounds Maintenance	61,886	53,496	15,000	40,000
6312	Equipment Maintenance	937	921	-	-
6313	Janitorial Services	-	-	322,000	326,700
6314	Building/Grounds Maintenance	-	3,758	228,000	155,800
6401	Other Rental	50,533	55,612	30,000	26,331
6405	Combined Utilities	194,334	238,444	-	-
6406	Utilities - Electricity/Gas	-	-	181,800	100,800
6407	Utilities - Water	-	-	96,000	119,500
6408	Utilities - Other	-	-	43,200	52,941
6503	Vehicle Maint/Repair	2,751	623	-	-
7201	General Transfers Out	65,791	21,323	-	-
7203	Vehicle ISF	-	-	26,179	5,160
7204	Equipment Fund ISF	-	-	65,999	63,868
7205	Risk Management ISF	-	-	80,434	76,945
	<b>Division Total</b>	<b>1,924,771</b>	<b>1,672,645</b>	<b>2,180,298</b>	<b>2,249,108</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4431	Poplar Beach Parking Fees	5,765	4,216	5,540	4,300
4720	Charging Station	165,569	351,150	350,000	379,158
4902	Miscellaneous Revenue	4,416	2,632	-	-
	General Fund Contribution	1,749,022	1,314,647	1,824,758	1,865,650
	<b>Division Total</b>	<b>1,924,771</b>	<b>1,672,645</b>	<b>2,180,298</b>	<b>2,249,108</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Parts and materials to upgrade, maintain and repair citywide facilities as performed by staff. Increase is anticipated as the prices of supplies increase.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Increase to support special licensing and training of maintenance staff.
6300-6399	Contract Services	Costs include citywide janitorial services, landscaping, pest control, vegetation, restroom portables, and smart trash receptacles. Increases are anticipated from rising costs in existing contracts.
6400-6499	Utilities	Basic utilities for shared city facilities. Utilities such as electricity, gas, phone, internet and water.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



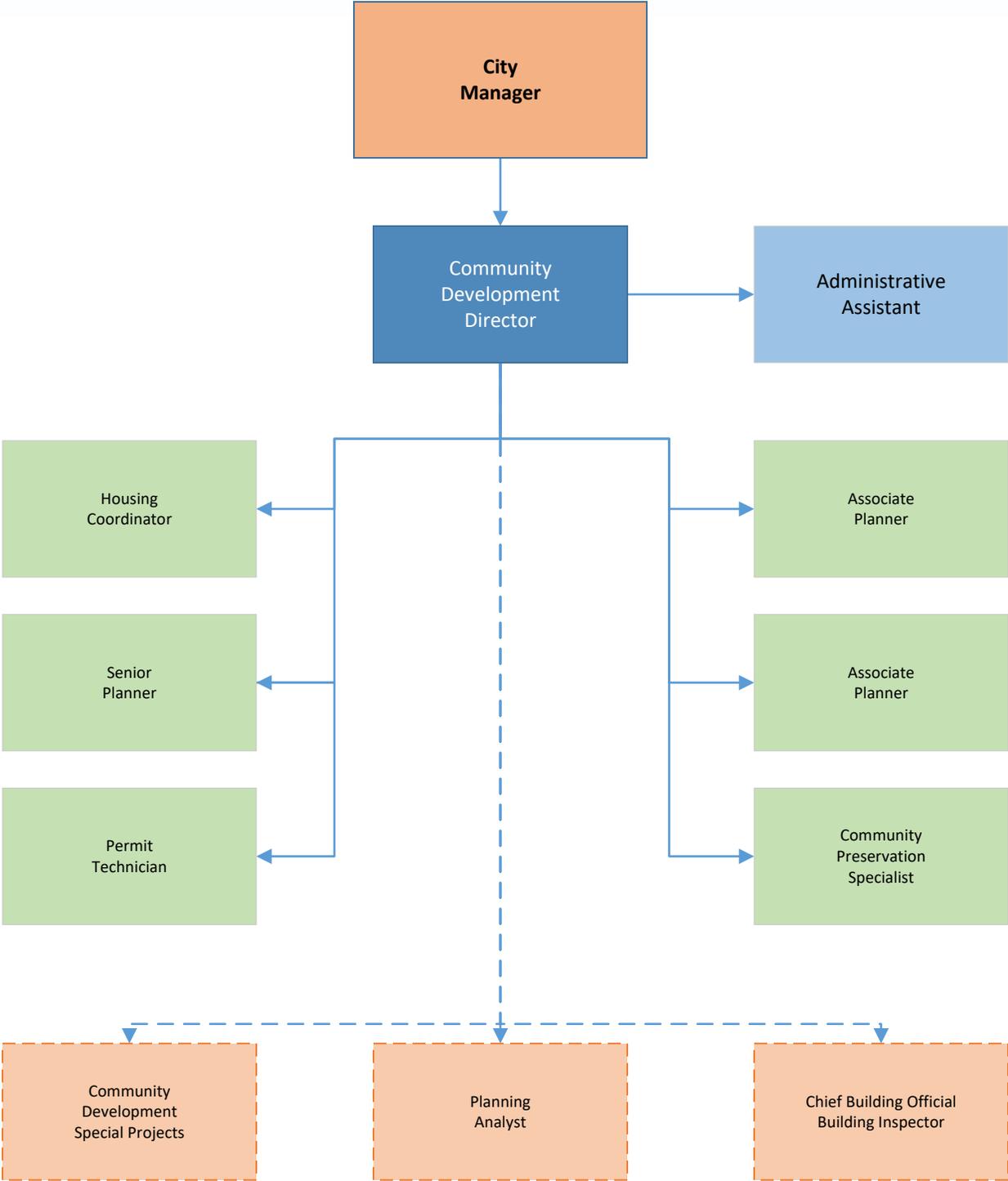


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# *Community Development*

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# Community Development Department





# Community Development

## Core Services

The core services of the Community Development Department protect public health, safety, and welfare; enhance the community through long range and current planning; support affordable housing and economic development initiatives; and ensure building safety and code compliance while providing for inclusive and transparent planning and policy making processes that encourage community participation.

## Description

The Community Development Department coordinates and manages the City's development-related functions: long-range planning, zoning, and building code updates, development and subdivision review, permit processing, building inspection services, and code compliance. The Department serves as a clearinghouse for housing and economic development services related to development. It also functions as the environmental coordinator for the City, ensuring compliance with the California Coastal Act, California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA).

The Department provides staff support to the City Council, Planning Commission, the Architectural Advisory Committee, and Bicycle and Pedestrian Advisory Committee; and monitors and participates with regional organizations including the City/County Association of Governments (C/CAG) and the Association of Bay Area Governments (ABAG). The Department also conducts environmental review and processes permits required for public projects including parks, streets, and other infrastructure improvements.

## Service Priorities

- Implement the Local Coastal Program (LCP) and the California Coastal Act through protection of coastal resources and maximization of coastal access.
- Implement the Housing Element and facilitate development of affordable housing.
- Protect and enhance the public health, safety, and welfare of community members.
- Create safe, livable, connected, and walkable neighborhoods.
- Enhance employment and economic development opportunities for residents and businesses.
- Responsively support Councilmembers, Commissioners, the community, other agencies, and other City departments.

## Staffing

The department consists of a Director, Senior Planner, Associate Planner, Assistant Planner (vacant), Administrative Assistant (vacant), Housing Coordinator (vacant), Permit Technician, Community Preservation Specialist, Part-Time Contract Building Official/Inspector, and Part-Time Contract Planning Analyst.

### **Service Level Changes**

Increases to pre-covid levels in the professional services budgets are proposed. Position vacancies, continued heavy building permit volume, and increasing time spent on housing development warrant the increased budget to support City Council priorities, especially affordable housing.

### **Budget Highlights / Summary of Changes**

The budget changes consist of personnel-related costs and contract services to cover staffing and related services. Staffing changes at the FY 2021-22 mid-year adjustment included creation of an Assistant Planner job description to underfill an open Associate Planner position; and a new Housing Coordinator position to support the expanding housing function. No staffing changes are proposed for FY 2022-23. The building and planning contract/professional services budget was originally reduced by \$240,000 in the FY 2020-21 budget due to the COVID pandemic. This reduction was maintained in the FY 2021-22 budget. The reduced budget for contract building and planning services has caused a strain on staff which has been compounded by unfilled staff vacancies. The increasing demands of complex projects such as those required for the Housing Element and other housing activities require that the budget be restored, and vacancies filled to meet these demands. The proposed increases include an additional \$45,000 for contract building services (for a total of \$270,000) and an additional \$150,000 (for a total of \$375,000) for contract planning services. These increases will restore the building and planning contract services budgets close to pre-covid levels (to a total of \$645,000 for FY 2022-23; compared to the FY 2019-20 budget of \$698,000). Of note, much of the building contract services budget (all building inspections and plan check services) are covered by building permit revenues. Some of the planning contract services costs, such as environmental review, are passed applicants.

The department consists of two divisions:

### **Building Core Services**

The core services of the Building division protect public health and safety through the issuance of required building permits; and inspection of buildings, properties, and facilities in compliance with the California Building Standards, the Half Moon Bay Municipal Code, and other federal, state, and local requirements.

### **Description**

The Building division staffs the City Hall front counter which coordinates intake of building, engineering, and planning permits, provides building plan check services, building inspection services, and zoning and other Municipal Code-related code compliance services. Division staff also provide responsive services including quick turn-around for inspections and certain over-the-counter permits for ministerial matters. Division staff spend significant time in the field and their firsthand knowledge of community conditions is essential to the department.

## **Planning**

### **Core Services**

The core services of the Planning division protect public health and safety; support sustainable development, especially of affordable housing; safeguard coastal resources; and improve the quality of life of community members by ensuring residences, businesses, and other uses are developed and operated in accordance with the requirements of the LCP, Zoning Ordinance, General Plan, California Environmental Quality Act (CEQA), the Subdivision Map Act, State housing laws, and other applicable local, state, and federal laws and regulations.

### **Description**

The Planning division serves residents and businesses by overseeing and implementing the City's development-related regulations, LCP, and General Plan, in accordance with State law. The division serves the City's Planning Commission; whose role is to consider current development proposals and provide recommendations on land use policy matters to the City Council. The division also has primary responsibility in working with the Architectural Advisory Committee to ensure design of private development proposals and public projects are consistent with community character and aspirations for improving the built environment over time. Planning staff strive to provide professional, courteous, responsive, and accountable public service to the community, and to implement Council-directed policy regarding the City's regulatory and environmental framework. The division works closely with the City Manager's Office and Public Works Department.

### **Fiscal Year 2021-2022 Accomplishments**

- Pursue Affordable Housing Development: Hired a housing consultant; put forth a request for qualifications for the City-owned 555 Kelly Avenue property; conducted a housing feasibility study of the City-owned 880 Stone Pine Road property; continued to work with San Mateo County Department of Housing, property owners, and developers on project concepts and for funding sources.
- Downtown Sidewalk and Parklet Activities Program: Planning Commission approved coastal development permit for new Town Center program (prepared wholly in-house by Public Works and Community Development staff).
- Main and Kelly: Completed planning entitlements for the Main and Kelly mixed-use development.
- General Plan Elements: Continued work on the Cycle 6 Housing Element update.
- Measure D: Evaluated and ranked over 30 applications for measure D allocations, confirmed by the Planning Commission.
- ADU Ordinance: City Council adoption in August, Coastal Commission certification with modifications in February, City Council re-adoption in April.
- Short-term Rental Ordinance: City Council adoption in August, Coastal Commission certification anticipated by the end of the fiscal year.
- Public Projects: Provided planning review services for projects brought forward by the City (e.g. Magnolia Park) and other public agencies (e.g. Coastside County Water District

waterline replacement projects). Provided entitlement planning services for the Poplar Traffic Calming and Corporation Yard projects.

- Fire Safety and Environmental Protection: Coordinated with the Fire District to work with property owners regarding their responsibilities with respect to fuel load management and environmental regulations.
- Contract Management: Managed contracts for planning staffing services and project management support; managed the contract for building inspection, plan check and code compliance services.
- Grants: Received the REAP grant to support housing activities.

#### **Fiscal Year 2022-2023 Goals / Strategic Plan Elements**

- Pursue Housing Development: Continue efforts to build affordable housing on the City-owned properties of 555 Kelly Avenue and other City properties. Continue to work with private property owners and developers including the new preliminary application for the Podesta project.
- General Plan Elements: Complete the Housing Element; initiate work on the Safety Element.
- Zoning Ordinance Updates: Initiate work on the Implementation Plan (Zoning and Subdivision Ordinances) for implementing the Land Use Plan and Housing Element.
- City Projects: Continue to provide planning support for community engagement, project development, environmental review and entitlement of Public Works projects. Continue to assist Public Works in the annual review of the City's Five-Year CIP document and ensure Planning Commission review of the capital projects for General Plan consistency and to provide entitlement and environmental review.
- Building Codes: Update the local building and fire code to incorporate the 2022 California Building Code; implement the City's new sustainability ordinances including the Electrification Ordinance and the regulations for photovoltaic and electric vehicle charging stations.



# Performance & Workload Measures

## Building

Property and Building Safety	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Investigate and resolve code violations</b>				
Investigate all code violation inquiries	Yes	Yes	Yes	Yes
<b>Workload Measures</b>				
Number of code violation cases meriting enforcement action <i>*For FY 2021-22, 87 violations have been addressed or are in progress since March 31, 2022.</i>	129	111	116*	N/A
Number of Building Permits issued <i>*For FY 2021-22, 348 permits have been issued through March 31, 2022.</i>	450	539	475*	500

## Planning

Housing and Other Planning Entitlements	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
<b>Support development of a wide range of housing types</b>				
Utilize full capacity of Measure D	No	Yes	Yes	Yes
<b>Workload Measures</b>				
Number of Public Meetings for planning entitlement review and other matters <i>*Includes Planning Commission, Architectural Advisory Committee and Community Development Director sessions.</i>	32	48	41*	40
Number of Planning Permit applications received <i>*For FY 2021-22, 20 permit applications have been received through March 31, 2022; volume expected to increase following Measure D ratification.</i>	97	86	85*	85

# COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

## DIVISION EXPENSE BY CATEGORY

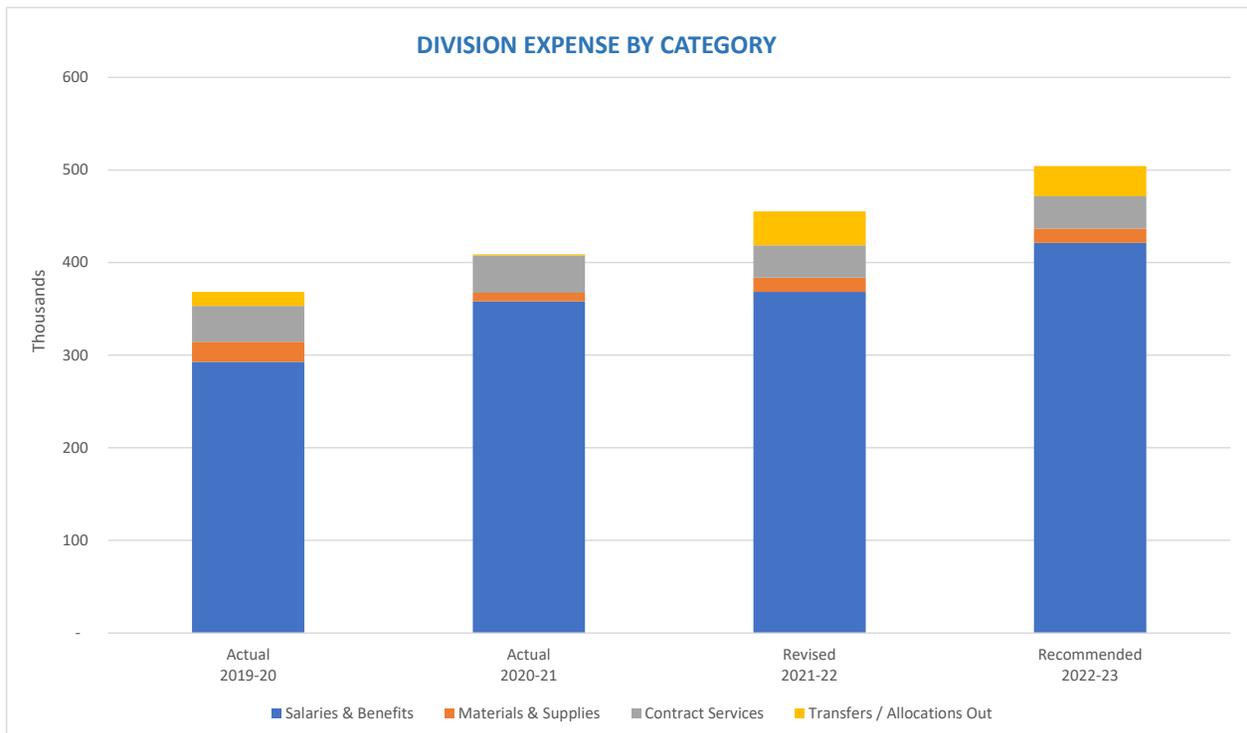
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	292,716	358,080	368,492	421,379
Materials & Supplies	21,725	9,330	15,223	15,223
Contract Services	38,727	40,157	35,000	35,000
Transfers / Allocations Out	15,120	1,258	36,490	32,733
<b>Division Total</b>	<b>368,288</b>	<b>408,825</b>	<b>455,205</b>	<b>504,335</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	400	100	-	-
General Fund	367,888	408,725	455,205	504,335
<b>Division Total</b>	<b>368,288</b>	<b>408,825</b>	<b>455,205</b>	<b>504,335</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Community Development Director	0.50	0.50	0.50	0.50
Senior Planner	0.20	0.20	0.20	0.20
Housing Coordinator	-	-	0.25	0.25
Associate Planner	0.20	0.20	0.10	0.10
Assistant Planner	-	-	0.10	0.10
Community Preservation Specialist	-	0.20	0.30	0.30
Permit Technician	0.20	0.30	0.10	0.10
Administrative Assistant	0.30	1.00	1.00	1.00
<b>FTE Total</b>	<b>1.40</b>	<b>2.40</b>	<b>2.55</b>	<b>2.55</b>



# COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	292,716	358,080	368,492	421,379
6101	General Supplies	3,079	3,985	4,223	4,223
6201	Training/Meetings	4,601	1,923	8,000	8,000
6202	Memberships, Dues & Subscriptions	14,045	3,422	3,000	3,000
6301	Contract Services (Non-Govt)	38,727	40,157	29,000	35,000
6302	Contract Services (Govt)	-	-	-	-
6320	Professional Services	-	-	6,000	-
7201	General Transfers Out	15,120	1,258	-	-
7203	Vehicle ISF	-	-	5,534	1,157
7204	Equipment Fund ISF	-	-	13,952	14,322
7205	Risk Management ISF	-	-	17,004	17,254
	<b>Division Total</b>	<b>368,288</b>	<b>408,825</b>	<b>455,205</b>	<b>504,335</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4441	Code Enforcement	400	100	-	-
	General Fund Contribution	367,888	408,725	455,205	504,335
	<b>Division Total</b>	<b>368,288</b>	<b>408,825</b>	<b>455,205</b>	<b>504,335</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Office supplies to support all of the Community Development Department across all divisions, the Planning Commission, and Architectural Advisory Committee. There is no change.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff across all divisions in the department, as well as the Planning Commission. No change included.
6300-6399	Contract Services	Costs include digital mapping services as utilized by all departments and specialized technological support. There is no change.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# PLANNING SERVICES

101-710

## DIVISION EXPENSE BY CATEGORY

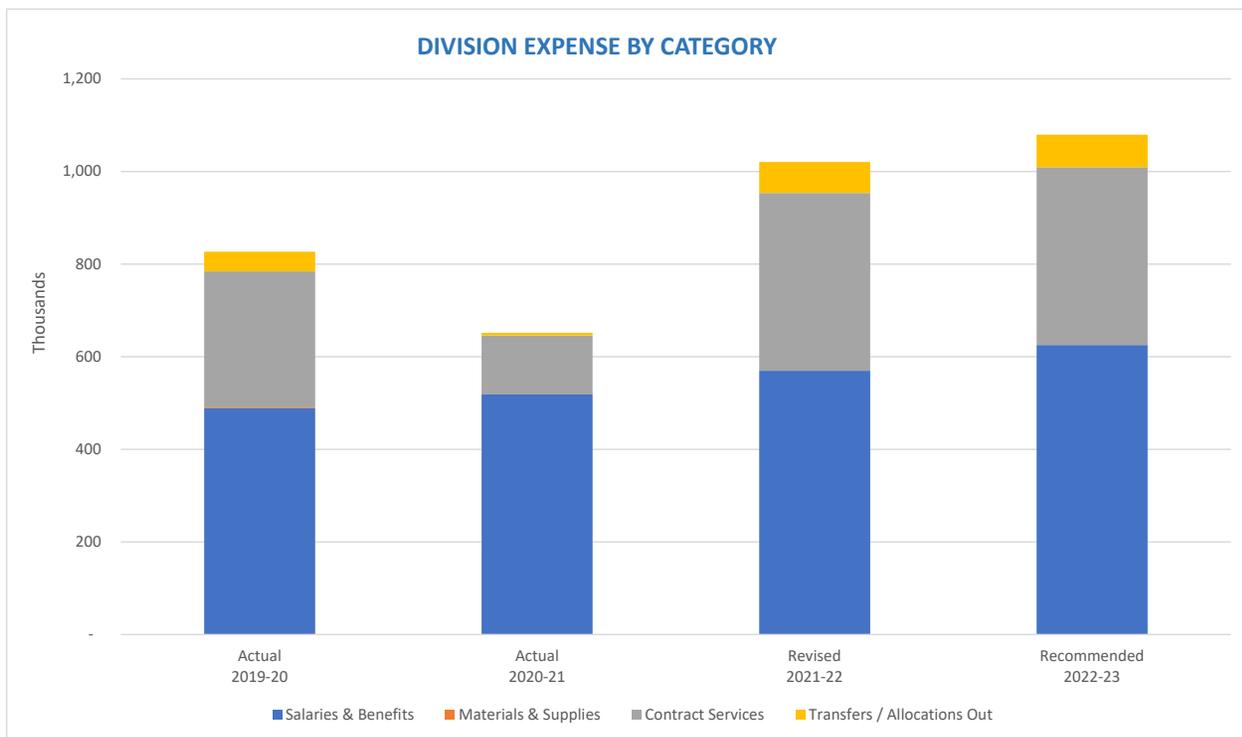
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	488,597	519,551	569,609	625,484
Materials & Supplies	2,089	66	-	-
Contract Services	293,768	125,985	384,000	384,000
Transfers / Allocations Out	42,367	5,863	66,648	70,065
<b>Division Total</b>	<b>826,820</b>	<b>651,464</b>	<b>1,020,257</b>	<b>1,079,549</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	347,428	222,087	171,118	171,188
General Fund	479,392	429,377	849,139	908,361
<b>Division Total</b>	<b>826,820</b>	<b>651,464</b>	<b>1,020,257</b>	<b>1,079,549</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Community Development Director	0.25	0.25	0.25	0.25
Senior Planner	0.80	0.80	0.80	0.80
Housing Coordinator	-	-	0.50	0.50
Associate Planner	1.80	1.80	0.90	0.90
Assistant Planner	-	-	0.90	0.90
Community Preservation Specialist	0.50	0.20	0.20	0.20
Permit Technician	0.20	0.20	0.10	0.10
Administrative Assistant	0.20	-	-	-
Accounting Technician	0.05	-	-	-
<b>FTE Total</b>	<b>3.80</b>	<b>3.25</b>	<b>3.65</b>	<b>3.65</b>



# PLANNING SERVICES

101-710

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	488,597	519,551	569,609	625,484
6101	General Supplies	405	-	-	-
6201	Training/Meetings	1,684	66	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	291,768	125,097	76,339	-
6303	Advertising Costs	2,000	888	9,000	9,000
6320	Professional Services	-	-	298,661	375,000
7201	General Transfers Out	42,367	5,863	-	-
7203	Vehicle ISF	-	-	10,108	2,477
7204	Equipment Fund ISF	-	-	25,483	30,656
7205	Risk Management ISF	-	-	31,057	36,933
<b>Division Total</b>		<b>826,820</b>	<b>651,464</b>	<b>1,020,257</b>	<b>1,079,549</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4442	Planning Misc.	165,686	164,803	171,118	171,188
4443	Zoning & S/D Fees	181,742	56,062	-	-
4444	General Plan Fee	-	1,222	-	-
	General Fund Contribution	479,392	429,377	849,139	908,361
<b>Division Total</b>		<b>826,820</b>	<b>651,464</b>	<b>1,020,257</b>	<b>1,079,549</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6300-6399	Contract Services	Cost includes planning contracts, environmental review, a housing specialist, and other related services. As well as other support as needed for the planning function. There is no change in this category.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# BUILDING AND CODE ENFORCEMENT

101-720

## DIVISION EXPENSE BY CATEGORY

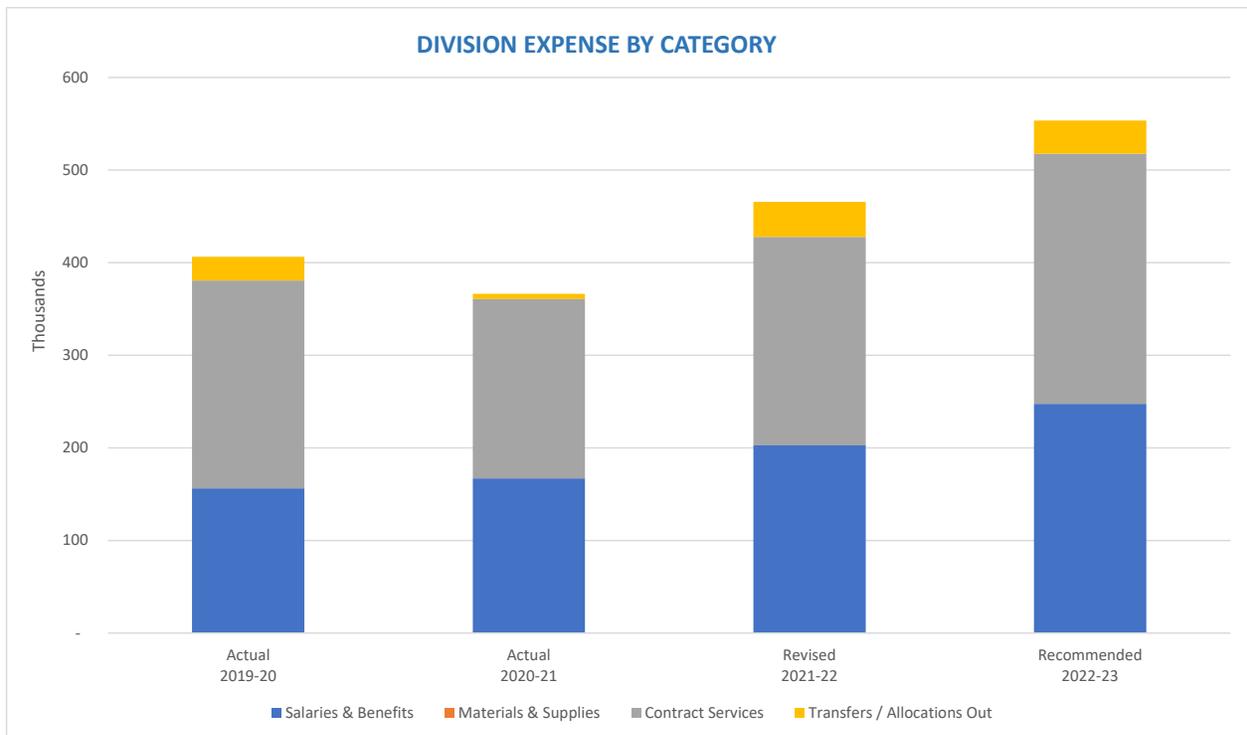
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	156,334	167,050	202,812	247,586
Materials & Supplies	-	-	-	-
Contract Services	224,381	193,761	225,000	270,000
Transfers / Allocations Out	25,561	5,638	37,750	35,924
<b>Division Total</b>	<b>406,276</b>	<b>366,449</b>	<b>465,562</b>	<b>553,510</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	308,704	374,180	200,000	200,000
General Fund	97,572	(7,730)	265,562	353,510
<b>Division Total</b>	<b>406,276</b>	<b>366,449</b>	<b>465,562</b>	<b>553,510</b>

## FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Community Development Director	0.25	0.25	0.25	0.25
Housing Coordinator	-	-	0.25	0.25
Community Preservation Specialist	0.50	0.40	0.40	0.40
Permit Technician	0.40	0.40	0.60	0.60
Administrative Assistant	0.40	-	-	-
<b>FTE Total</b>	<b>1.55</b>	<b>1.05</b>	<b>1.50</b>	<b>1.50</b>



# BUILDING AND CODE ENFORCEMENT

101-720

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	156,334	167,050	202,812	247,586
6101	General Supplies	-	-	-	-
6201	Training/Meetings	-	-	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	224,381	193,761	-	-
6320	Professional Services	-	-	225,000	270,000
7201	General Transfers Out	25,561	5,638	-	-
7203	Vehicle ISF	-	-	5,725	1,270
7204	Equipment Fund ISF	-	-	14,434	15,718
7205	Risk Management ISF	-	-	17,591	18,936
<b>Division Total</b>		<b>406,276</b>	<b>366,449</b>	<b>465,562</b>	<b>553,510</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4422	Building Permits	308,704	374,180	200,000	200,000
	General Fund Contribution	97,572	(7,730)	265,562	353,510
<b>Division Total</b>		<b>406,276</b>	<b>366,449</b>	<b>465,562</b>	<b>553,510</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6300-6399	Contract Services	Cost includes building plan check and inspection services; as well as other support as needed for the building function. Increase is due to need for additional hours from building inspection contract.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.





# Other Funds



Coastside Hope

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## Coastside Hope

Coastside Hope is the primary core human services agency for the San Mateo County mid-coast. They provide essential safety net services such as food, clothing, housing assistance, assistance applying for government benefits, as well as a variety of other services.

For FY 2021-22, Coastside Hope received a \$30,000 CSFA grant from the City to assist with community COVID-19 relief and recovery services by helping to fund their Critical Family Needs Safety Net program.

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# Other Funds

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*Special Revenue  
&  
Capital Funds*

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# Special Revenue & Capital Project Funds

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Special Revenue Funds and Capital Project Funds are used to account for the proceeds of specific revenue sources that are, for the most part, legally or contractually restricted as to their use. In many instances, these funds pay for specialized services in the operating budget.

The Capital General Fund proceeds are derived from funds transferred from the General Fund (Fund 101). Unlike the special revenue funds, the Capital General Fund is unrestricted, and these proceeds can be used for any governmental purpose or project.

These funds typically are used to implement projects identified and prioritized annually in the Capital Improvement Program (CIP). The Capital improvement Program budgets for one fiscal year and plans for projects on a five-year horizon. The CIP is contained in a separate budget document that is adopted in conjunction with and as a companion to the operating budget.

## STORM WATER MAINTENANCE & OPERATIONS (FUND 111)

The Storm Water Operating Fund is a restricted fund that provides for the maintenance of the existing storm water system. The storm water system includes existing collectors, culverts, ditches, and streams. This fund is primarily supported by transfers from the General Fund.

### Goals and Objectives

- Ensure existing storm water drainage systems remain clear and free of debris and contaminants.
- Annually clear debris from existing drainage systems and maintain them.
- Comply with the National Pollution Discharge Elimination System (NPDES) requirements.

## TRAFFIC MITIGATION (Fund 112)

The Traffic Mitigation Fund is a restricted fund. Traffic mitigation fees defray the cost of constructing road improvements to mitigate the impacts of new development in Half Moon Bay. These funds are used by the City to reduce traffic congestion and provide for safety and street improvements including signals, lighting, and signage within the City.

### Goals and Objectives:

- Maximize leveraging of federal, State, County and local governmental agency grants.
- Impose mitigation fees on new development as adopted by City Council.
- Implement programs that are defined to meet needs for improved infrastructure.

### **LIBRARY SERVICES OPERATING (Fund 113)**

The Library Services Operating Fund is a restricted fund. The City, as part of the Countywide Library Joint Powers Authority (JPA), has assumed responsibility for the maintenance of the Half Moon Bay Branch Library structure and grounds. Maintenance is provided by Public Works Maintenance Division with assistance of specialized contract services.

#### **Goals and Objectives**

- Provide maintenance for the Half Moon Bay Library and grounds.
- Maintain as Zero Net Energy facility.
- Plan and budget for preventive maintenance.

### **MAIN STREET BRIDGE FUND (FUND 121)**

The Main Street Bridge Fund is a restricted fund. It provides the funding for a major restoration of the Main Street Bridge which traverses the Pilarcitos Creek connecting downtown to Highway 92. Contributions to the Main Street Bridge Fund come from the Gas Tax, federal funds and contributions from the General Fund.

#### **Goals and Objectives**

- Ensure Main Street Bridge is restored to meet seismic standards and provide access over Pilarcitos Creek for 50-75 years after completion.
- Ensure work complies with the approved local initiative and implementing City ordinance.
- Maximize use of federal, State, County and local governmental agency grants.

### **GAS TAX FUND (FUND 122)**

The Gas Tax Fund is a restricted fund. Gas tax revenue is allocated to cities from the State in accordance with the Streets and Highways Code sections 2105, 2106, and 2107. The City uses these tax proceeds primarily for streets, road maintenance, minor improvements and related storm water improvements.

#### **Goals and Objectives**

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety in the programming of the Gas Tax Fund.

### **STREETS AND ROADS FUND (Fund 123)**

The Streets and Roads Fund is a restricted fund. The fund accounts for the expenditures made for streets and roads and is funded by grants and other special revenues.

#### **Goals and Objectives**

- Maximize leveraging of federal, State, County and local government agency grants.
- Implement programs and projects that enhance public safety, address deferred maintenance and, where possible, leverage other funds.

### **MEASURE A AND MEASURE W FUND (Fund 124)**

The Measure A/W Fund is a restricted fund. Measure A was originally approved by the San Mateo County voters to levy 0.5% sales and use tax within the County to fund local transportation-related maintenance and capital improvements beginning in 1988. In 2004, the voters approved a measure to continue the levy of the tax for an additional 25 years beginning in 2009. The Measure W Fund is a restricted fund. Measure W was approved by the San Mateo County voters in November 2018 to levy 0.5% sales and use tax within the County to fund road improvements, transit services, and implementation of the San Mateo County Congestion Relief Plan. The tax was approved for 30 years starting in 2019. These funds are restricted for use in maintenance and improvement of City streets and roads.

#### **Goals and Objectives**

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety and severely degraded streets and roads in the programming of the Measure A Funds.

### **PARKS DEVELOPMENT (Fund 125)**

The Parks Development Fund is a restricted fund. Development impact fees and federal, State, and County grants fund the Parks Development Fund. This fund is used for the acquisition, design and capital improvements of parks and trails in Half Moon Bay.

#### **Goals and Objectives**

- Impose park mitigation costs fees on development as adopted by City Council.
- Focus efforts on projects that Implement the Parks Master Plan and the Pedestrian and Bicycle Master Plan.
- Maximize leveraging of Federal, State, County, and local governmental agency grants.

### **AFFORDABLE HOUSING FUND (Fund 126)**

The Affordable Housing Fund is a restricted fund. The City has the option of accepting in-lieu fees from residential projects of 10 or more units to put towards supporting the development of affordable (below market rate) units. Where the City Council chooses to accept fees, those fees are deposited in this fund and used for affordable housing programs as well as other related projects in Half Moon Bay.

#### **Goals and Objectives**

- Adopt a plan for prioritization of affordable housing funds.
- Consider alternate funding mechanisms and ordinance revisions to increase the availability and preservation of affordable housing in Half Moon Bay.

### **PUBLIC FACILITIES (Fund 127)**

The Public Facilities Fund includes both restricted and unrestricted funds. Restricted funds are derived from Capital Outlay Impact Fees imposed on new development. Unrestricted funds are received from various contractual agreements that are one-time in nature and not otherwise specifically dedicated. The City uses this revenue for various public facility projects included in the CIP.

#### **Goals and Objectives**

- Impose capital outlay impact fees on development as adopted by City Council.
- Implement projects that improve usability and safety of City facilities.
- Maximize leveraging of federal, State, County, and local governmental agency grants.

### **POLICE SERVICES (Fund 128)**

The Police Services Fund is a restricted fund. The City receives funds for police services from federal, State, County and local governmental agencies. These funds are designated for specific police services, activities, and capital equipment. The source of revenue in FY 2021-22 is the COPS grant.

#### **Goals and Objectives**

- Maximize leveraging of grants from federal, State, County, and local governmental agencies.
- Continue to seek funding from the Association of Bay Area Governments (ABAG) for training, equipment, and risk management needs.

### **GENERAL CAPITAL (Fund 151)**

The General Capital Fund is an unrestricted fund. The General Capital Fund includes funds transferred from the General Operating Fund (Fund 101) to implement much of the City's Capital Improvement Program. Projects include new facilities, capital maintenance/replacement, technology, and other infrastructure improvements.

#### **Goals and Objectives**

- Provide funding for CIP projects from the General Operating Fund (Fund 101).
- Provide unrestricted funds for a variety of desired Capital projects.

### **STORM WATER IMPROVEMENTS (Fund 152)**

The Storm Water Improvements Fund is a restricted fund used for drainage improvements related to new development. The Fund is used to account for all proceeds from storm water (drain) improvement fees which are assessed on newly constructed or remodeled homes and businesses.

#### **Goals and Objectives**

- Impose mitigation fees on development as adopted by City Council.
- Maximize leveraging of federal, State, County and local governmental agency grants.

### **LIBRARY CAPITAL (Fund 153)**

The Library Capital Fund is a restricted fund. The Library Capital Fund includes revenue, grants, and other contributions that was used to build the new Half Moon Bay Library. This fund will continue to assist in the capital maintenance and replacement efforts in the coming years.

#### **Goals and Objectives**

- Provide funding for ongoing improvements, capital maintenance and capital replacements at the Half Moon Bay Library.

# STORM DRAIN OPERATIONS

## FUND 111

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	5,689	3,451	3,962	2,500
Miscellaneous	4,643	(4,412)	-	-
<b>TOTAL REVENUE</b>	<b>10,332</b>	<b>(960)</b>	<b>3,962</b>	<b>2,500</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	50,000	-	-	-
To Internal Service Funds	(2)	-	-	-
<b>NET TRANSFERS</b>	<b>49,998</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>60,330</b>	<b>(960)</b>	<b>3,962</b>	<b>2,500</b>
<b>BEGINNING FUND BALANCE<sup>1</sup></b>	<b>292,332</b>	<b>352,662</b>	<b>351,702</b>	<b>354,200</b>
<b>ENDING FUND BALANCE</b>	<b>352,662</b>	<b>351,702</b>	<b>355,664</b>	<b>356,700</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

## TRAFFIC MITIGATION FUND 112

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Traffic Mitigation	118,386	40,644	55,426	60,700
Interest	74,762	41,283	31,300	29,800
Miscellaneous	56,778	(52,545)	-	-
TOTAL REVENUE	249,927	29,381	86,726	90,500
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	32,055	15,720	46,944	35,888
Capital Projects	79,483	-	-	-
TOTAL EXPENDITURES	111,538	15,720	46,944	35,888
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
<b>NET CHANGE TO FUND BALANCE</b>	138,389	13,661	39,782	54,612
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	4,073,334	4,211,724	4,225,385	4,287,600
<b>ENDING FUND BALANCE</b>	4,211,724	4,225,385	4,265,167	4,342,212

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**LIBRARY  
FUND 113**

	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>REVISED BUDGET 2021-22</b>	<b>RECOMMENDED 2022-23</b>
<b>REVENUES</b>				
Grants	94,070	-	-	-
Interest	348	166	191	100
Other Fees & Grants	5,584	-	-	-
Miscellaneous	167.49	(213)	-	-
<b>TOTAL REVENUE</b>	<b>100,170</b>	<b>(46)</b>	<b>191</b>	<b>100</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	(10,893)	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>(10,893)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	(4,083)	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>(4,083)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>106,980</b>	<b>(46)</b>	<b>191</b>	<b>100</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>4,083</b>	<b>111,063</b>	<b>111,016</b>	<b>111,100</b>
<b>ENDING FUND BALANCE</b>	<b>111,063</b>	<b>111,016</b>	<b>111,207</b>	<b>111,200</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

# MAIN STREET BRIDGE

## FUND 121

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	8,273	4,358	4,980	-
Grants	285,719	157,008	150,000	-
Miscellaneous	6,367	(6,248)	-	-
TOTAL REVENUE	300,359	155,118	154,980	-
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	232,379	242,452	324,000	-
TOTAL EXPENDITURES	232,379	242,452	324,000	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	53,000	8,200	-
To Capital Projects				(489,300)
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	53,000	8,200	(489,300)
<b>NET CHANGE TO FUND BALANCE</b>	67,980	(34,334)	(160,820)	(489,300)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	404,204	472,184	437,850	489,300
<b>ENDING FUND BALANCE</b>	472,184	437,850	277,030	-

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**GAS TAX  
FUND 122**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Gas Tax	347,099	394,991	270,000	304,700
RMRA Tax	-	114,946	237,000	237,500
Interest	6,551	5,716	6,091	5,800
Unrealized Gains/Losses	5,603	(4,516)	-	-
Miscellaneous	176,003	-	-	-
<b>TOTAL REVENUE</b>	<b>535,255</b>	<b>511,136</b>	<b>513,091</b>	<b>548,000</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	63,991	81,794	95,000	66,432
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>63,991</b>	<b>81,794</b>	<b>95,000</b>	<b>66,432</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	(227,337)	(200,501)	-	-
To Internal Service Fund	(3,834)	-	-	-
<b>NET TRANSFERS</b>	<b>(231,171)</b>	<b>(200,501)</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>240,093</b>	<b>228,841</b>	<b>418,091</b>	<b>481,568</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>237,197</b>	<b>477,290</b>	<b>706,131</b>	<b>1,150,700</b>
<b>ENDING FUND BALANCE</b>	<b>477,290</b>	<b>706,131</b>	<b>1,124,223</b>	<b>1,632,268</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**STREETS AND ROADS**  
**FUND 123**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Measure M	75,000	-	75,000	75,000
Grants	-	10,000	823,000	-
Interest	45,395	18,168	26,447	16,200
Unrealized Gains/Losses	39,045	(38,154)	-	-
Miscellaneous	-	16,387	-	-
TOTAL REVENUE	159,440	6,401	924,447	91,200
<b>EXPENDITURES</b>				
Salaries & Benefits	218,948	198,447	102,352	110,354
Materials & Supplies	-	-	-	-
Contract Services	1,685	1,008	2,000	600
Capital Projects	1,203,806	3,398,237	3,335,489	1,098,200
TOTAL EXPENDITURES	1,424,439	3,597,691	3,439,841	1,209,154
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	1,304,000	3,482,729	1,425,877	40,000
To Capital Funds	-	(2,084)	-	-
To Internal Service Fund	(13,919)	-	(8,998)	(7,701)
NET TRANSFERS	1,290,081	3,480,645	1,416,879	32,299
<b>NET CHANGE TO FUND BALANCE</b>	25,083	(110,645)	(1,098,514)	(1,085,655)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	2,455,556	2,480,639	2,369,994	3,103,900
<b>ENDING FUND BALANCE</b>	2,480,639	2,369,994	1,271,480	2,018,245

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**MEASURE A**  
**FUND 124**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Measure A	409,712	364,273	390,000	423,300
Measure W	106,369	192,099	-	-
Measure A - Grants	88,662	2,802,128	-	-
Interest	6,794	10,899	9,307	5,200
Miscellaneous	6,541	(6,117)	-	-
<b>TOTAL REVENUE</b>	<b>618,078</b>	<b>3,363,282</b>	<b>399,307</b>	<b>428,500</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	87,881	92,406	63,187	68,585
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>87,881</b>	<b>92,406</b>	<b>63,187</b>	<b>68,585</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Captial Projects	-	(2,802,128)	(298,468)	-
To Internal Service Fund	(4,917)	-	-	-
<b>NET TRANSFERS</b>	<b>(4,917)</b>	<b>(2,802,128)</b>	<b>(298,468)</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>525,280</b>	<b>468,747</b>	<b>37,651</b>	<b>359,915</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>175,182</b>	<b>700,462</b>	<b>1,169,209</b>	<b>1,202,000</b>
<b>ENDING FUND BALANCE</b>	<b>700,462</b>	<b>1,169,209</b>	<b>1,206,861</b>	<b>1,561,915</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

## PARK/FACILITIES DEVELOPMENT FUND 125

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Capital Impact / Dev Fee	68,581	-	-	-
Park Facility Development	117,860	263,654	60,000	60,000
Grants	5,000	8,415	4,775,000	4,750,000
Interest	52,984	25,973	28,065	18,400
Miscellaneous	47,995	(39,907)	-	-
<b>TOTAL REVENUE</b>	<b>292,419</b>	<b>258,135</b>	<b>4,863,065</b>	<b>4,828,400</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	26,830	11,267	-	-
Materials & Supplies	-	8,415	-	-
Contract Services	-	-	-	-
Capital Projects	1,361,626	230,731	7,975,496	7,393,900
<b>TOTAL EXPENDITURES</b>	<b>1,388,455</b>	<b>250,413</b>	<b>7,975,496</b>	<b>7,393,900</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	1,433,078	222,000	1,385,000	250,000
To Capital Projects	(630,413)	-	(200,000)	-
To Internal Service Fund	(381)	-	-	-
<b>NET TRANSFERS</b>	<b>802,284</b>	<b>222,000</b>	<b>1,185,000</b>	<b>250,000</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(293,752)</b>	<b>229,722</b>	<b>(1,927,431)</b>	<b>(2,315,500)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,775,043</b>	<b>2,481,291</b>	<b>2,711,013</b>	<b>3,483,400</b>
<b>ENDING FUND BALANCE</b>	<b>2,481,291</b>	<b>2,711,013</b>	<b>783,582</b>	<b>1,167,900</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

# AFFORDABLE HOUSING

## FUND 126

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	40,877	21,741	25,385	15,300
Miscellaneous	30,699	(29,974)	-	-
TOTAL REVENUE	71,576	(8,233)	25,385	15,300
<b>EXPENDITURES</b>				
Salaries & Benefits	449	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Financial Grants / Aid	300,000	200,000	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	300,449	200,000	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	400,000	-	-	-
To Internal Service Fund				
NET TRANSFERS	400,000	-	-	-
NET CHANGE TO FUND BALANCE	171,127	(208,233)	25,385	15,300
BEGINNING FUND BALANCE <sup>1</sup>	2,203,383	2,374,510	2,166,277	2,181,600
ENDING FUND BALANCE	2,374,510	2,166,277	2,191,662	2,196,900

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**PUBLIC FACILITIES**  
**FUND 127**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Loan Proceeds	-	-	1,000,000	700,000
Grants	-	6,525	20,000	-
Impact & Development Fees	-	-	-	-
Interest	26,787	12,745	14,169	9,700
Miscellaneous	19,869	(19,903)	-	-
TOTAL REVENUE	46,657	(633)	1,034,169	709,700
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	308,515	92,244	1,912,035	3,406,619
TOTAL EXPENDITURES	308,515	92,244	1,912,035	3,406,619
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	540,000	225,000	520,000	2,308,919
To Capital Projects	(484,241)	-	-	-
To Internal Service Fund				
NET TRANSFERS	55,759	225,000	520,000	2,308,919
<b>NET CHANGE TO FUND BALANCE</b>	<b>(206,099)</b>	<b>132,122</b>	<b>(357,866)</b>	<b>(388,000)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>1,479,143</b>	<b>1,273,044</b>	<b>1,405,166</b>	<b>1,684,300</b>
<b>ENDING FUND BALANCE</b>	<b>1,273,044</b>	<b>1,405,166</b>	<b>1,047,300</b>	<b>1,296,300</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**POLICE GRANTS**  
**FUND 128**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
COPS Distribution	155,948	156,727	156,000	158,500
Interest	9,320	5,502	6,094	4,300
Miscellaneous	7,445	(7,047)	-	-
<b>TOTAL REVENUE</b>	<b>172,712</b>	<b>155,182</b>	<b>162,094</b>	<b>162,800</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	60,487	1,087	-	-
Contract Services	49,605	84,949	200,000	200,000
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>110,092</b>	<b>86,035</b>	<b>200,000</b>	<b>200,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>62,620</b>	<b>69,147</b>	<b>(37,906)</b>	<b>(37,200)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>428,946</b>	<b>491,566</b>	<b>560,712</b>	<b>721,100</b>
<b>ENDING FUND BALANCE</b>	<b>491,566</b>	<b>560,712</b>	<b>522,806</b>	<b>683,900</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**MEASURE W**  
**FUND 132**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Measure W	-	-	125,000	152,900
Interest	-	-	-	1,900
Miscellaneous	-	-	-	-
TOTAL REVENUE	-	-	125,000	154,800
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	-	-	298,468	-
To Captial Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	298,468	-
<b>NET CHANGE TO FUND BALANCE</b>	-	-	423,468	154,800
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	-	-	-	425,400
<b>ENDING FUND BALANCE</b>	-	-	423,468	580,200

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

# LOT ACQUISITION / DEVELOPMENT

## FUND 133

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
CAPITAL IMP/IMPACT/DEV	-	2,684,210	-	-
Interest	-	-	19,700	18,800
Miscellaneous	-	3,483	-	-
<b>TOTAL REVENUE</b>	-	2,687,693	19,700	18,800
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	101,599	270,000	430,000
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	101,599	270,000	430,000
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	-	-	-	-
<b>NET CHANGE TO FUND BALANCE</b>	-	2,586,094	(250,300)	(411,200)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	-	-	2,586,094	2,175,000
<b>ENDING FUND BALANCE</b>	-	2,586,094	2,335,794	1,763,800

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**CAPITAL GENERAL**  
**FUND 151**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Loan Proceeds	-	2,035,000	-	-
Grants	-	-	-	-
Interest	36,235	7,197	14,396	8,400
Miscellaneous	19,063	(22,850)	-	-
TOTAL REVENUE	<u>55,298</u>	<u>2,019,347</u>	<u>14,396</u>	<u>8,400</u>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	677	-	-	-
Contract Services	-	-	-	-
Capital Projects	196,231	2,243,537	1,055,686	2,586,900
TOTAL EXPENDITURES	<u>196,908</u>	<u>2,243,537</u>	<u>1,055,686</u>	<u>2,586,900</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	605,000	443,000	288,500	1,530,800
To General Fund				
To Capital Projects	(1,309,173)	(3)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	<u>(704,173)</u>	<u>442,997</u>	<u>288,500</u>	<u>1,530,800</u>
<b>NET CHANGE TO FUND BALANCE</b>	<u>(845,783)</u>	<u>218,807</u>	<u>(752,790)</u>	<u>(1,047,700)</u>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<u>2,364,021</u>	<u>1,518,237</u>	<u>1,737,044</u>	<u>1,748,600</u>
<b>ENDING FUND BALANCE</b>	<u>1,518,237</u>	<u>1,737,044</u>	<u>984,254</u>	<u>700,900</u>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

## DRAINAGE CAPITAL FUND 152

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Storm Drainage Fee	11,175	4,245	9,879	10,000
Interest	22,855	9,688	10,816	7,500
Miscellaneous	12,268	(13,287)	-	-
TOTAL REVENUE	46,299	646	20,695	17,500
<b>EXPENDITURES</b>				
Salaries & Benefits	37,980	63,059	40,846	41,948
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	586,735	(18,242)	575,000	1,172,300
TOTAL EXPENDITURES	624,715	44,816	615,846	1,214,248
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	150,000	155,000	20,000	375,000
To Capital Projects	(150,000)	(301)	-	-
To Internal Service Fund	(2,412)	-	(3,382)	(2,911)
NET TRANSFERS	(2,412)	154,699	16,618	372,089
<b>NET CHANGE TO FUND BALANCE</b>	(580,828)	110,528	(578,533)	(824,659)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>1,534,533</b>	<b>953,705</b>	<b>1,064,233</b>	<b>1,047,700</b>
<b>ENDING FUND BALANCE</b>	<b>953,705</b>	<b>1,064,233</b>	<b>485,700</b>	<b>223,041</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

**LIBRARY CAPITAL**  
**FUND 153**

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Grants	-	48,148	15,000	-
Interest	29,334	12,982	14,771	3,500
Miscellaneous	14,057	(16,273)	-	-
TOTAL REVENUE	<u>43,391</u>	<u>44,858</u>	<u>29,771</u>	<u>3,500</u>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE TO FUND BALANCE</b>	<u>43,391</u>	<u>44,858</u>	<u>29,771</u>	<u>3,500</u>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<u>1,244,496</u>	<u>1,287,887</u>	<u>1,332,745</u>	<u>446,400</u>
<b>ENDING FUND BALANCE</b>	<u>1,287,887</u>	<u>1,332,745</u>	<u>1,362,516</u>	<u>449,900</u>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.





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# Debt Service Funds

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## Debt Service Funds

Debt Service Funds are restricted funds. They are used to account for the payment of principal and interest on long-term debt of the City. They are also used to maintain cash reserves as required under debt covenants.

### **JUDGMENT OBLIGATION DEBT SERVICE FUND SERIES 2009B (FUND 142)**

In July 2009, the City issued 2009B Judgment Obligation Bond (JOB) in the amount of \$10.9 million. The proceeds were used to settle the City's judgment obligation (legal settlement) on the Yamagiwa case.

#### **2009B Series Bond**

The Series 2009B was a Build America Bond issued under the provisions of the Federal American Recovery and Reinvestment Act of 2009. The Series 2009B bond was originally set to mature in 2040, with interest due semiannually, until 2027 when principal is also due annually. Interest rates ranged from 8.5% to 8.65%. The City received Federal interest subsidies on the Build America Bonds equal to approximately 26.5% of the annual payments.

The original bond covenant required that the City maintain cash reserves in the amount of \$1.2 million (rounded). These reserves were accounted for in previously retired Fund 77 (Series 2009A Bond) and Fund 142 (Series 2009B Bond, retired August 1, 2019).

#### **Insurance Settlements & Early Retirement**

The City has received insurance settlements from ABAG Plan and ICW in connection with the Yamagiwa case. In 2013, the City Council adopted a resolution approving an agreement with the Bond Trustee to retire the Judgment Obligation Bonds early (the 2009A Bonds were retired on August 1, 2014 and the 2009B Bonds were retired on August 1, 2019).

The retirement of the Judgment Obligation Bond Series 2009B in FY 2019-20 resulted in a debt service expense reduction of \$590,000 in the General Fund in FY 2019-20.

### **SAN MATEO COUNTY LOAN**

In FY 2017-18, the City received a loan in the amount of \$6 million from the County of San Mateo to partially finance the construction of the new library. The loan carries no interest and is payable in 10 equal installments of \$572,000 per year, beginning FY 2019-20. The loan repayments are budgeted as an expenditure in the General Fund.

### **880 STONE PINE FINANCING**

In FY 2020-21, the Council directed City staff to negotiate and execute a loan with the State of California Infrastructure Bank (iBank) in the amount of \$3.2 million to fully finance the purchase of the 880 Stone Pine property as well as the construction of a new Corporation Yard facility. The loan carries a 2.50% interest rate and a financing term of 30 years. The loan repayments are budgeted as an \$161,577 expenditure in the General Fund per year.

# JUDGEMENT OBLIGATION BOND - SERIES B

## FUND 142

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	1,370,150	281	-	-
Unrealized Gain (Loss)	(1,226,211)	56	-	-
TOTAL REVENUE	143,939	337	-	-
<b>EXPENDITURES</b>				
Debt Service - Interest	468,852	-	-	-
Debt Service - Principal Payment	10,915,000	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	11,383,852	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To General Fund	(399,999)	(30,000)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(399,999)	(30,000)	-	-
<b>NET CHANGE TO FUND BALANCE</b>	<b>(11,639,911)</b>	<b>(29,663)</b>	<b>-</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>11,675,885</b>	<b>35,974</b>	<b>6,311</b>	<b>6,400</b>
<b>ENDING FUND BALANCE</b>	<b>35,974</b>	<b>6,311</b>	<b>6,311</b>	<b>6,400</b>

<sup>1</sup> Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.



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# *Internal Service Funds*

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# Internal Service Funds

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Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments for the City on a cost-reimbursement basis. The four Internal Service Funds are Vehicle Replacement Fund, Equipment Replacement Fund, Risk Management Fund, and Retirement Stabilization Fund.

## **VEHICLE REPLACEMENT FUND (Fund 301)**

The Vehicle Replacement Fund is an unrestricted fund. It covers the cost of repair, maintenance, and replacement of City vehicles. Revenue for this fund is derived from internal service charges to City departments. This Fund acts as a pass-through entity.

### **Goals and Objectives**

- Provide timely repair and maintenance for vehicles and new vehicle purchases.
- Constantly review the mode of operation for the efficient utilization of the City's fleet.

## **INFORMATION TECHNOLOGY FUND (Fund 302)**

See Administrative Services Department Budget.

## **RISK MANAGEMENT FUND (Fund 303)**

See Administrative Services Department Budget.

## **RETIREMENT STABILIZATION FUND (Fund 304)**

The Retirement Stabilization Fund is an unrestricted fund. The Retirement Stabilization Fund was created to smooth out major fluctuations in annual pension costs and the annual payment of the unfunded liability. Large swings have impacted the City's financials in the past, and recent changes in CalPERS actuarial assumptions and discount rate will have a significant impact on the City's future pension cost and contribution rates. The funding for this program is provided through an annual transfer from the General Fund.

### **Goals and Objectives**

- Build reserves that can be used to meet large swings in annual pension costs.
- Budget and pay down pension side fund liabilities to save future interest costs.

## VEHICLE REPLACEMENT FUND 301

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Capital Impac / Dev Fee	17,091	8,483	5,000	10,900
Interest	4,713	1,888	2,217	1,200
Miscellaneous	2,280	(2,595)	-	-
TOTAL REVENUE	24,084	7,777	7,217	12,100
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	106,949	18,703	170,000	-
Contract Services	-	-	-	-
Capital Projects	18,988	42,404	8,000	17,500
Depreciation	26,567	23,357	26,567	26,567
TOTAL EXPENDITURES	152,504	84,465	204,567	44,067
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	-	-	204,568	44,067
NET TRANSFERS	-	-	204,568	44,067
<b>NET CHANGE TO NET ASSETS</b>	(128,420)	(76,688)	7,218	12,100
<b>BEGINNING NET ASSETS</b>	<b>467,190</b>	<b>338,770</b>	<b>262,082</b>	<b>273,200</b>
<b>ENDING NET ASSETS</b>	<b>338,770</b>	<b>262,082</b>	<b>269,300</b>	<b>285,300</b>

*Note: The presentation above reflects a Net Assets basis of presentation. In the Vehicle Replacement Fund, Net Assets primarily include capitalized equipment and cash.*

## RETIREMENT STABILIZATION FUND 304

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Interest	21,101	7,529	6,371	4,000
Miscellaneous	19,887	(19,006)	-	-
Reimbursed Expenses	-	35,905	-	-
<b>TOTAL REVENUE</b>	<b>40,988</b>	<b>24,428</b>	<b>6,371</b>	<b>4,000</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	851,761	959,543	1,041,748	1,152,095
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>851,761</b>	<b>959,543</b>	<b>1,041,748</b>	<b>1,152,095</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	1,000,000	1,000,000	1,041,748	1,152,095
To Internal Service Fund				
<b>NET TRANSFERS</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,041,748</b>	<b>1,152,095</b>
<b>NET CHANGE TO NET ASSETS</b>	<b>189,227</b>	<b>64,885</b>	<b>6,371</b>	<b>4,000</b>
<b>BEGINNING NET ASSETS</b>	<b>1,211,944</b>	<b>1,401,171</b>	<b>1,466,056</b>	<b>1,470,000</b>
<b>ENDING NET ASSETS</b>	<b>1,401,171</b>	<b>1,466,056</b>	<b>1,472,427</b>	<b>1,474,000</b>

Note: The presentation above reflects a Net Assets basis of presentation. In the Retirement Stabilization Fund, Net Assets primarily represents cash.





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# *Enterprise Funds*

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# Enterprise Funds

Enterprise Funds are used to account for services that are financed and operated in a manner more closely related to private business enterprise. In accordance with State law, the City imposes user fees to ensure the costs of providing the services are financed primarily through those charges.

## **SEWER OPERATING (Fund 201)**

The Sewer Operating Fund is a restricted fund that is funded by sewer user charges. The Sewer operating budget is used to account for the financial activity of the City's sewer utility. The Fund is used to account for:

1. Wastewater treatment services provided by the Sewer Authority Mid-Coastside (SAM), a Joint Powers Authority.
2. Capital maintenance and replacement of the SAM wastewater treatment plant and Intertie Pipeline System (IPS).
3. Regular cleaning of the City-owned wastewater collection system.
4. Emergency response, marking of underground utilities, inspection including CCTV of system and Fats, Oil, Grease (FOG) management and inspection.
5. Maintenance, operation, rehabilitation, repair, and replacement of the City-owned wastewater collection system.

## **Goals and Objectives**

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of the City-owned wastewater collection and transmission systems to every extent possible to meet all federal, State, and local standards.
- Provide appropriate and economical maintenance and repair of the wastewater collection and transmission system and its appurtenances.
- Fund the cost of collection, transmission, and treatment of the wastewater system. This effort includes overseeing the operations (and financial management) of SAM as a member of the Joint Powers Authority and sitting Board of Directors.
- Continue to repair and improve damaged or substandard sections of the wastewater collection system to ensure proper operating conditions by using a program that provides cleaning, preventive maintenance, and repair of the system. The work includes inspection and management of FOG generating businesses and marking of underground pipes to reduce potential damage.
- Provide expedient response to emergency situations including SSO events.

## **SEWER CAPITAL (Fund 202)**

The Sewer Capital Fund is a restricted fund that is funded by sewer user charges. The Sewer Capital Fund provides resources for capital improvements included in the City's CIP, work necessitated by emergency repairs and/or emerging issues and the City's share of capital improvements at the SAM Treatment Plant and the Intertie Pipeline System as included in the SAM CIP. Projects include testing, evaluation, maintenance, repair, and replacement of the City's wastewater collection system including the three sewer pump stations and force mains.

### **Goals and Objectives**

- Replace sewer collection lines that have suffered damage and ensure integrity of the wastewater collection system.
- Identify and mitigate I & I within collection system.
- Maintain and update the City's Sewer Master Plan.
- Evaluate capital needs and sewer rates to ensure adequate resources are available to fund requirements.

## **SEWER FUND AND CHARGES OVERVIEW**

The City's Sewer Fund is a government enterprise fund. An enterprise fund is a self-supporting government fund that provides a specialized service. In this instance, City sewer services represent the specialized service; the Sewer Fund is the City's only enterprise fund. The Sewer Fund is shown in the City's Annual Operations Budget as two separate accounts: Fund 201 (Operating Fund); and 202 (Sewer Capital Fund). The separation exists solely to separately account for operations expenses and capital expenses.

Ninety-nine percent (99%) of sewer system (utility) revenues is derived directly from rates charged to the users of the sewer system. Per state law, sewer service charges are permitted to recover only revenues sufficient to adequately fund sewer utility operations, maintenance, and capital replacement expenditures including maintenance of emergency and capital reserves. As noted, the City's sewer service charges include not only the operation and maintenance of the City collection system, but also the proportional costs of operating and maintaining the Sewer Authority Mid-Coastside (SAM) (including the treatment plant and intertie pipeline system).

Operations and maintenance costs for sewer services have increased significantly over the last several years. SAM's Budget has increased from \$7.3 Million (FY 2021-22) to \$8.2 Million (FY 2022-23) and Half Moon Bay's current share is \$4.8 Million (59.4%). SAM related increases are attributable to several factors including the need to provide sufficient staffing, addressing deferred maintenance, payment for sewer spill related costs, and account for the rapidly increasing cost of materials and labor of capital construction and maintenance.

The City's collection system operating costs have also risen in response to statutory oversight obligations, addressing long deferred maintenance, providing oversight of the operations and maintenance, and to account for the rapidly increasing cost of materials and labor for capital construction and maintenance. The City recently completed the Ocean Colony Pump Station and Force Main Project (app. \$2.1 million). This project replaced aging infrastructure necessary to protect the environment and limit liability and is indicative of the cost of maintenance and replacement of sewer infrastructure. Additional capital maintenance and repair will continue to be needed to protect the environment, limit liability, and meet statutory obligations. While the City is proactively managing and maintaining its sewer assets, portions of the inground pipes are 70-80 years old and approaching normal life expectancy. The cost of SAM contract services for sewer cleaning and emergency response has increased approximately 27-percent for FY 21-22.

The most recent rate increase for City sewer customers was effective July 1, 2020, based upon a rate study approved by the City Council in June 2020. The increases cover rates for FY 2020-21 and FY 2024-25. This adjustment followed a rate increase approved in 2014 which increased rates in FY 2013-14 and FY 2014-15. Granada and Montara are subject to the same fixed costs issues and have each increased rates during this period. Montara updated their sewer rates for the next three years through nine percent annual rate increases (effective on July 1, 2020). Many San Mateo County/Peninsula agencies have or will be considering rate adjustments to address increasing fixed costs and environmental compliance.

#### **SEWER NET ASSET AND CASH PRESENTATION**

The Sewer Fund Balance is presented on a dual basis in the budget document: Net Asset and Cash Reserves. Net Assets is the excess of assets over liabilities and is the basis of presentation prescribed by GASB Statement No. 34. A significant portion of the City's Net Assets are invested in SAM and so it is important to review cash reserve balances to understand amounts available for operations and capital improvements.

## SEWER OPERATIONS FUND 201

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Sewer Service Charges	4,389,304	4,431,835	4,869,677	5,027,544
Interest	1,389	-	-	-
Miscellaneous	6,030	(5,346)	-	-
TOTAL REVENUE	4,396,723	4,426,489	4,869,677	5,027,544
<b>EXPENDITURES</b>				
Salaries & Benefits	353,356	550,202	487,152	504,501
Materials & Supplies	1,102	-	8,000	8,000
Contract Services	4,917,893	5,000,293	5,176,140	5,729,767
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	5,272,351	5,550,495	5,671,292	6,242,268
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Sewer Capital Fund	2,006,000	1,445,413	1,839,948	3,005,962
To General Fund (Admin Fee)	(472,290)	(498,923)	(511,395)	(524,180)
To Internal Service Fund	(208,327)	(122,343)	(506,652)	(433,258)
NET TRANSFERS	1,325,383	824,147	821,901	2,048,524
<b>NET CHANGE TO FUND BALANCE</b>	449,755	(299,859)	20,286	833,800
<b>BEGINNING NET ASSETS<sup>1</sup></b>	<b>(399,728)</b>	<b>50,027</b>	<b>(249,832)</b>	<b>(833,800)</b>
<b>ENDING NET ASSETS</b>	<b>50,027</b>	<b>(249,832)</b>	<b>(229,546)</b>	<b>0</b>

<sup>1</sup> Beginning Net Assets for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

## SEWER CAPITAL FUND 202

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
<b>REVENUES</b>				
Sewer Rate Charges	35,759	-	-	-
Sewer Service Charges	114,957	45,324	114,957	154,616
Interest	228,036	108,871	65,000	59,200
Miscellaneous	147,036	(153,203)	-	-
TOTAL REVENUE	525,788	992	179,957	213,816
<b>EXPENDITURES</b>				
Salaries & Benefits	(132)	1,139	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	960	-	-
Capital Projects	572,161	476	2,628,755	574,500
Loss / (Gain) on SAM Investment	(2,307,512)	(685,080)	175,000	175,000
Depreciation	106,003	117,294	106,003	106,003
TOTAL EXPENDITURES	(1,629,481)	(565,210)	2,909,758	855,503
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-			
To Sewer Operations	(2,006,000)	(1,445,394)	(1,839,948)	(3,005,962)
To General Fund	(16,796)			
To Internal Service Fund				
NET TRANSFERS	(2,022,796)	(1,445,394)	(1,839,948)	(3,005,962)
<b>NET CHANGE TO NET ASSETS</b>	132,473	(879,192)	(4,569,749)	(3,647,649)
<b>BEGINNING NET ASSETS</b> <sup>1</sup>	25,035,146	25,167,619	24,288,427	22,732,326
<b>ENDING NET ASSETS</b>	25,167,619	24,288,427	19,718,678	19,084,677
<b>ENDING AVAILABLE FUNDS</b> <sup>2</sup>	11,887,922	8,711,217	4,422,471	2,604,354

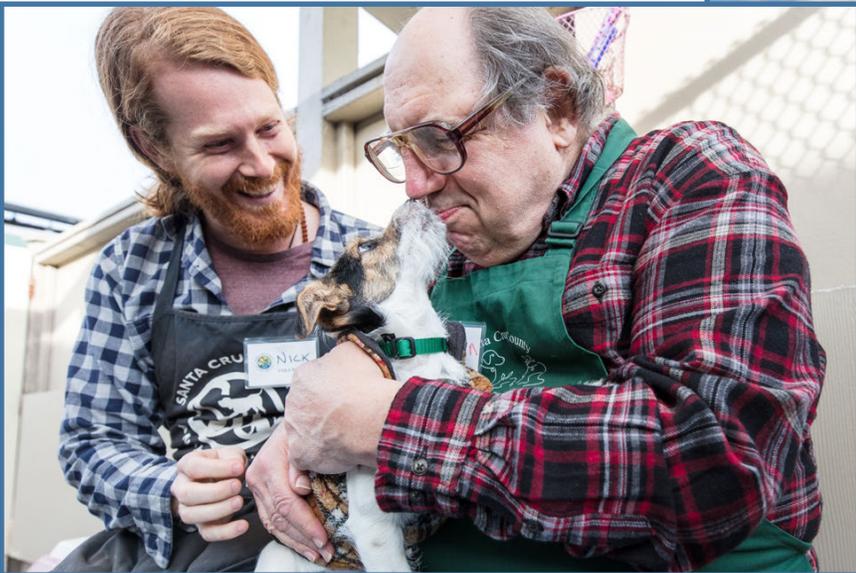
<sup>1</sup> Beginning Net Assets for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

<sup>2</sup> Available Funds represents the portion of net assets that is unrestricted. This number does not include the non-cash value of fixed assets, construction in progress and equity in the Sewer Authority Mid-Coastside agency





# Capital Improvement Program



Hope Services

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## Hope Services

Hope Services is Silicon Valley's leading provider of services to people with developmental disabilities and mental health needs.

For FY 2021-22, Hope Services received a \$3,000 CSFA grant from the City to assist with the Half Moon Bay / Peninsula Diversified Network Program for Adults with Developmental Disabilities.

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# Capital Improvement

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# Capital Improvement Program

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The City's 5-Year Capital Improvement Program (CIP) is a financial planning and prioritization tool that represents the City's continuous efforts to protect public health and safety and enhance the quality of life and experience for visitors and residents in Half Moon Bay. The CIP identifies current and future capital improvements and provides the following benefits:

- Facilitates the scheduling of public improvements that require expenditures and appropriations over one or more fiscal years.
- Provides orderly management of capital projects consistent with the General Plan and adopted master plans; and
- Enhances eligibility for grants from the State, County and the federal Government.

Capital improvements are either projects or programs with total budgets that typically exceed \$30,000. Projects are generally large, one-time enhancements whereas programs occur annually with a new project emphasis each year. The City's capital improvement needs are a result of an aging infrastructure, a challenging coastal environment, prior deferred maintenance and desired construction of new facilities and major modifications of existing facilities.

Although the City's CIP looks at the upcoming five fiscal years, the funding request only covers the first year of the program, which is referred to as the Capital Budget. The Capital Budget has historically relied heavily upon the transfer of City General Funds, although staff continue to actively look for grant funding opportunities. Projects continue to be evaluated and prioritized based on criteria including: public safety, project impact, progress on project, use of non-General Fund monies (e.g. grant funding, sewer capital, etc.) and implementation of City Council strategic priorities. Projects were also identified as "high," "mid," or "low" effort projects so staff could better identify and assign available resources. The emphasis in FY 22-23 will be delivering large, infrastructure projects including Carter Park Improvements, Corporate Yard Improvements, and Highway 1 Safety – North.

CIP improvements are divided into the 8 categories described below.

**Storm Water Improvements** are focused on maintaining and improving the City's storm water system to protect homes, businesses, public facilities and infrastructure. The Storm Drain Master Plan is an important component to prioritizing improvements, identifying regulatory requirements and preventing catastrophic failure of the storm water system in the future. FY 2022-23 includes funding to update the Master Plan.

**Economic Development Improvements** focus on delivering projects and programs that will enhance the living standard and attractiveness of Half Moon Bay for residents and visitors alike. Priorities in FY 2022-23 include implementation of the LCP and Housing Element and recommendations from the City's Coastal Recovery Initiative.

**Operational Improvements** include major capital investments to enhance the internal operational efficiencies of the City. These improvements will help City staff perform more efficiently and allow staff to respond to customer requests in a timelier manner. Each of the improvements also enhance the City's transparency as envisioned in the strategic plan.

**Park Improvements** are critical to maintain the health and livability of Half Moon Bay for residents and visitors alike. Within Half Moon Bay, there are parks focused on active play and others focused on passive recreation. In some cases, City parks include both aspects. These improvements focus on maintaining and enhancing the City's various park assets.

**Facility Improvements** focus on assessing, enhancing, and maintaining the City's various facilities, including making sure the facilities are in compliance with the Americans with Disabilities Act (ADA). City facilities include the Half Moon Bay Library, the Ted Adcock Community Center, the Emergency Operations Center, the Train Depot, and City Hall.

**Sewer Improvements** include ongoing repair and replacement of the City's sewer infrastructure as components reach the end of their service life. Infrastructure includes neighborhood sewer pipelines, larger interceptor pipelines and pump stations. Preventative maintenance and repair lead to fewer component failures and help to minimize unforeseen system outages and pipe breaks that could lead to sanitary sewer overflows.

**Street Improvements** focus on performing routine maintenance and improvements to the City's roadways to extend the useful life of the system. This reduces the need for major street reconstruction projects, which are exponentially more expensive than performing routine upgrades and maintenance.

**Trail Improvements** assure safety and functionality of the City's trails. Improvements in this section address erosion issues along the Coastal Trail in addition to improving the quality of trails throughout the City.

## FIVE-YEAR SUMMARY - CAPITAL IMPROVEMENT PROGRAM

### EXPENDITURE

PROJECT CATEGORIES	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Storm Water Improvements	\$ 257,700	\$ 1,272,300	\$ 650,000	\$ 975,000	\$ 975,000	\$ 290,000	\$ 8,400,000	\$ 12,820,000
Economic Development Improvements	\$ 93,486	\$ 1,265,200	\$ 650,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 14,500,000	\$ 16,908,686
Operational Improvements	\$ -	\$ 124,800	\$ 323,000	\$ 173,300	\$ 148,000	\$ 148,000	\$ -	\$ 917,100
Parks Improvements	\$ 1,397,097	\$ 6,550,300	\$ 1,110,000	\$ 700,000	\$ 100,000	\$ 100,000	\$ 15,515,000	\$ 25,472,397
Facility Improvements	\$ 483,000	\$ 3,606,619	\$ 550,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,375,000	\$ 7,214,619
Sewer Improvements	\$ 37,500	\$ 574,500	\$ 585,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ -	\$ 2,127,000
Street Improvements	\$ 1,406,961	\$ 2,511,300	\$ 10,390,000	\$ 5,990,000	\$ 540,000	\$ 540,000	\$ 10,600,000	\$ 31,978,261
Trail Improvements	\$ 96,000	\$ 362,000	\$ 1,920,000	\$ 1,745,000	\$ 265,000	\$ 265,000	\$ 11,915,000	\$ 16,568,000
<b>TOTAL</b>	<b>\$ 3,771,744</b>	<b>\$ 16,267,019</b>	<b>\$ 16,178,000</b>	<b>\$ 10,493,300</b>	<b>\$ 2,838,000</b>	<b>\$ 2,153,000</b>	<b>\$ 62,305,000</b>	<b>\$ 114,006,063</b>

UNFUNDED
\$ 10,450,000
\$ 14,700,000
\$ -
\$ 15,865,000
\$ 975,000
\$ -
\$ 13,198,000
\$ 14,578,000
\$ 69,766,000

### REVENUE

FUNDING SOURCES	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Affordable Housing Fund	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Developer Fees	\$ 395,317	\$ -	\$ -	\$ 2,704,683	\$ -	\$ -	\$ -	\$ 3,100,000
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax - Fund 122	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,500,000
General Capital - Fund 151	\$ 17,000	\$ 580,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597,200
General Fund	\$ 1,369,953	\$ 3,785,419	\$ 3,053,000	\$ 2,132,417	\$ 963,000	\$ 1,103,000	\$ 200,000	\$ 12,606,789
Grant - Federal	\$ -	\$ -	\$ 1,202,000	\$ -	\$ -	\$ -	\$ -	\$ 1,202,000
Grant - Measure A	\$ 509,000	\$ 575,800	\$ 5,572,000	\$ 2,581,200	\$ -	\$ -	\$ -	\$ 9,238,000
Grant - Prop 68	\$ -	\$ 4,930,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,930,000
Grant - State	\$ -	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Grant - TDA	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Loan Proceeds	\$ 340,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,140,000
Measure J	\$ 186,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,324
Park Facility/Development - Fund 125	\$ 693,619	\$ 2,151,900	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 2,890,519
Park In Lieu Fee	\$ 84,100	\$ 115,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Property Owner Contribution	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Public Facilities - Fund 127	\$ -	\$ 787,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 787,000
Safe Routes to Schools Grant	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
San Mateo County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
San Mateo County Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Sewer Service - Fund 201/202	\$ 37,500	\$ 574,500	\$ 585,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ -	\$ 2,127,000
Storm Drain Improvement - Fund 152	\$ -	\$ 797,300	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 897,300
Street and Road - Fund 123	\$ 138,931	\$ 365,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503,931
TFCA Grant (BAAQMD)	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
<b>UNFUNDED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,691,000</b>	<b>\$ 2,065,000</b>	<b>\$ 1,065,000</b>	<b>\$ 240,000</b>	<b>\$ 61,705,000</b>	<b>\$ 69,766,000</b>
<b>TOTAL</b>	<b>\$ 3,771,744</b>	<b>\$ 16,267,019</b>	<b>\$ 16,178,000</b>	<b>\$ 10,493,300</b>	<b>\$ 2,838,000</b>	<b>\$ 2,153,000</b>	<b>\$ 62,305,000</b>	<b>\$ 114,006,063</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>STORM WATER IMPROVEMENTS</b>											
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	\$ 750,000	\$ -
STORM WATER MASTER PLAN UPDATE	152	1011	\$ 12,000	\$ 208,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
KEHOE/PILARCITOS OUTFALL REPAIR	152	1005	\$ 37,700	\$ 512,300	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 950,000	\$ 400,000
ROOSEVELT DITCH SPOT REPAIR	152	1006	\$ 8,000	\$ 302,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ -
KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	0534	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 8,400,000	\$ 8,500,000	\$ 8,400,000
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	\$ 200,000	\$ -	\$ 100,000	\$ 825,000	\$ 825,000	\$ 140,000	\$ -	\$ 2,090,000	\$ 1,650,000
<b>TOTAL STORM WATER IMPROVEMENTS</b>			<b>\$ 257,700</b>	<b>\$ 1,272,300</b>	<b>\$ 650,000</b>	<b>\$ 975,000</b>	<b>\$ 975,000</b>	<b>\$ 290,000</b>	<b>\$ 8,400,000</b>	<b>\$ 12,820,000</b>	<b>\$ 10,450,000</b>
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS</b>											
CRI IMPLEMENTATION PROGRAM	151	1015	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 500,000	\$ 100,000
DOWNTOWN STREET CAN REPLACEMENT PROJECT	151	1010	\$ 12,000	\$ 108,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -
LCP AND HOUSING ELEMENT IMPLEMENTATION	151	1001	\$ 20,000	\$ 260,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -
555 KELLY AFFORDABLE HOUSING PROJECT	151	1012	\$ 15,500	\$ 114,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -
CLIMATE ACTION AND ADAPTATION PLAN	151	1002	\$ 40,986	\$ 237,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,686	\$ -
WAYFINDING AND ENTRY SIGNS (PHASE 2)	151	0559	\$ 5,000	\$ 195,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -
MAIN STREET REVITALIZATION PROJECT	151	1024	\$ -	\$ 250,000	\$ 370,000	\$ -	\$ -	\$ -	\$ 14,500,000	\$ 15,120,000	\$ 14,500,000
MAIN STREET TREE LIGHTS	151	9016	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
<b>TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS</b>			<b>\$ 93,486</b>	<b>\$ 1,265,200</b>	<b>\$ 650,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 14,500,000</b>	<b>\$ 16,908,686</b>	<b>\$ 14,700,000</b>
<b>OPERATIONAL IMPROVEMENTS</b>											
IT REPLACEMENT PROGRAM	151	1022	N/A	\$ 44,800	\$ 43,000	\$ 43,300	\$ 18,000	\$ 18,000	N/A	\$ 167,100	\$ -
FLEET REPLACEMENT PROGRAM	151	1016	N/A	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 450,000	\$ -
EQUIPMENT REPLACEMENT PROGRAM	151	1019	N/A	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	N/A	\$ 150,000	\$ -
PERMIT AND LAND ANALYSIS SYSTEM	151	TBD	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
<b>TOTAL OPERATIONAL IMPROVEMENTS</b>			<b>\$ -</b>	<b>\$ 124,800</b>	<b>\$ 323,000</b>	<b>\$ 173,300</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ -</b>	<b>\$ 917,100</b>	<b>\$ -</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>PARKS IMPROVEMENTS</b>											
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 450,000	\$ -
POPLAR BEACH GATEWAYS PLAN	125	0617	\$ 541,100	\$ 206,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 748,000	\$ -
CARTER PARK IMPROVEMENTS	125	0611	\$ 754,097	\$ 5,710,300	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 6,814,397	\$ 350,000
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	9005	\$ -	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
MAC DUTRA RESTROOM REMODEL	125	1021	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
FRENCHMAN'S CREEK PARK IMPROVEMENTS	125	1013	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
MAGNOLIA PARK	125	1007	\$ 17,800	\$ 42,200	\$ 50,000	\$ -	\$ -	\$ -	\$ 3,200,000	\$ 3,310,000	\$ 3,200,000
SMITH FIELD SITE ASSESSMENT AND MASTER PLAN	125	1008	\$ 84,100	\$ 115,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
WAVECREST WATER MAIN PROJECT	125	9004	\$ -	\$ -	\$ 100,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -
TED ADCKOCK COMMUNITY CENTER ENTRYWAY	125	TBD	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
POPLAR BEACH WELCOME SIGN	125	TBD	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
TRAIN DEPOT AND JOHNSTON HOUSE SITE PLAN	125	0614	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
STORAGE BUILDING AT SMITH FIELD	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ 65,000
PERMANENT RESTROOMS AT POPLAR BEACH	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
NEW COMMUNITY PARK	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000
<b>TOTAL PARKS</b>			<b>\$ 1,397,097</b>	<b>\$ 6,550,300</b>	<b>\$ 1,110,000</b>	<b>\$ 700,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 15,515,000</b>	<b>\$ 25,472,397</b>	<b>\$ 15,865,000</b>
<b>FACILITY IMPROVEMENTS</b>											
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 250,000	\$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 500,000	\$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 50,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	\$ 650,000	\$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 500,000	\$ -
CORPORATE YARD IMPROVEMENTS	127	9023	\$ 465,000	\$ 2,964,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,429,619	\$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 18,000	\$ 342,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 510,000	\$ -
CUNHA PARKING LOT EXPANSION FOR LIBRARY	153	0545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -
RESTORATION AND WATERSHED PROTECTION OF CITY PARCEL	127	0622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,000	\$ 975,000	\$ 975,000
<b>TOTAL FACILITY IMPROVEMENTS</b>			<b>\$ 483,000</b>	<b>\$ 3,606,619</b>	<b>\$ 550,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 1,375,000</b>	<b>\$ 7,214,619</b>	<b>\$ 975,000</b>
<b>SEWER IMPROVEMENTS</b>											
SEWER MAINTENANCE PROGRAM	202	0506	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 500,000	\$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	N/A	\$ 375,000	\$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	\$ 150,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	N/A	\$ 490,000	\$ -
PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 250,000	\$ -
SANITARY SEWER MASTER PLAN	202	9024	\$ 37,500	\$ 199,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,000	\$ -
SAFEMWAY SEWER MAIN REPAIR	202	TBD	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -
<b>TOTAL SEWER IMPROVEMENTS</b>			<b>\$ 37,500</b>	<b>\$ 574,500</b>	<b>\$ 585,000</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ -</b>	<b>\$ 2,127,000</b>	<b>\$ -</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>STREET IMPROVEMENTS</b>											
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	N/A	\$ 200,000	\$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	N/A	\$ 2,500,000	\$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 1,238,030	\$ 443,800	\$ 5,450,000	\$ 5,450,000	\$ -	\$ -	\$ -	\$ 12,581,830	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	123	0593	\$ 113,931	\$ 114,000	\$ 4,400,000	\$ -	\$ -	\$ -	\$ -	\$ 4,627,931	\$ 2,798,000
MAIN STREET SAFETY IMPROVEMENT PROJECT	125	1009	\$ 55,000	\$ 1,148,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203,500	\$ -
KELLY AVENUE CROSSWALKS	123	1018	\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ -
HIGHWAY 1/RUISSEAU FRANCAIS INTERSECTION IMPROVEMENT PROJECT	123	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000
HIGHWAY 1/KELLY AVENUE INTERSECTION IMPROVEMENT PROJECT	112	0571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 4,800,000
KELLY AVENUE REHABILITATION PROJECT	123	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
<b>TOTAL STREET IMPROVEMENTS</b>			<b>\$ 1,406,961</b>	<b>\$ 2,511,300</b>	<b>\$ 10,390,000</b>	<b>\$ 5,990,000</b>	<b>\$ 540,000</b>	<b>\$ 540,000</b>	<b>\$ 10,600,000</b>	<b>\$ 31,978,261</b>	<b>\$ 13,198,000</b>
<b>TRAIL IMPROVEMENTS</b>											
BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 250,000	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	\$ 96,000	\$ 186,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ 1,482,000	\$ 728,000
COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)	125	1014	\$ -	\$ 126,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	\$ -	\$ -	\$ 40,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 240,000	\$ 200,000
SECONDARY POPLAR BEACH ACCESS	125	1004	\$ -	\$ -	\$ 45,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 295,000	\$ -
WAVECREST WALKWAY EXTENSION	125	0564	\$ -	\$ -	\$ 95,000	\$ 330,000	\$ -	\$ -	\$ -	\$ 425,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO TRAIN DEPOT	125	TBD	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
JOHNSTON HOUSE TRAIL	125	TBD	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2	125	0595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
EASTSIDE PARALLEL TRAIL SOUTH - SEGMENT 1	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,100,000	\$ 6,100,000	\$ 6,100,000
COASTAL BLUFF PRESERVATION	125	0618	\$ -	\$ -	\$ 390,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,250,000	\$ 1,250,000
POPLAR BEACH COASTAL TRAIL - RELOCATION AND EROSION MITIGATION	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
<b>TOTAL TRAIL IMPROVEMENTS</b>			<b>\$ 96,000</b>	<b>\$ 362,000</b>	<b>\$ 1,920,000</b>	<b>\$ 1,745,000</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 11,915,000</b>	<b>\$ 16,568,000</b>	<b>\$ 14,578,000</b>
<b>TOTAL FY ALLOCATIONS</b>			<b>\$ 3,771,744</b>	<b>\$ 16,267,019</b>	<b>\$ 16,178,000</b>	<b>\$ 10,493,300</b>	<b>\$ 2,838,000</b>	<b>\$ 2,153,000</b>	<b>\$ 62,305,000</b>	<b>\$ 114,006,063</b>	<b>\$ 69,766,000</b>



# Other Information



# Purple Heart Anglers

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## **Purple Heart Anglers**

Purple Heart Anglers provides fishing and hunting opportunities to aid in the healing of wounded and disabled veterans of the United States Military.

For FY 2021-22, Purple Heart Anglers Inc. received a \$1,000 CSFA grant from the City to help fund the Disabled Veterans Fishing Program.

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# *Investment Policy*

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# City of Half Moon Bay Investment Policy

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## POLICY OVERVIEW

### PURPOSE

The purpose of this policy is to establish guidelines for the management and investment of the unexpended funds of City of Half Moon Bay (the City) under authority granted by the City Council. This policy is in compliance with the provisions of California Government Code Sections 53600 through 53684, governing investments for municipal governments.

### INVESTMENT OBJECTIVES

The primary objectives of this investment policy, in order of priority, are safety, liquidity, and yield:

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. This objective shall be accomplished by mitigating credit risk and market risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This objective shall be accomplished by structuring the portfolio so that securities mature concurrently with anticipated needs. The portfolio shall consist largely of securities with active secondary or resale market. Furthermore, a portion of the portfolio may be placed in money market mutual funds or the Local Agency Investment Fund (LAIF) which offer same-day liquidity for short-term funds.
3. **Yield** - The objective of the investment portfolio is designed to attain a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Investment performance shall be continually monitored and evaluated by the City Treasurer in comparison with other portfolio benchmark yields.

### SCOPE

The investment policy applies to all financial assets of the City as accounted for in the Basic Financial Statements. It includes, but is not limited to, the funds listed below:

- General Fund
- Special Revenue Funds

- Capital Projects Funds
- Debt Service Fund
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the City, unless specifically exempted, with the exception of the following:
  1. The City's Deferred Compensation Plan, which is excluded because it is managed by a third-party administrator and invested by individual plan participants.
  2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of this policy. However, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures. If, in the opinion of the City Treasurer, the matching of bond reserve or escrow defeasance funds with the maturity schedule of an individual bond issue is prudent, the investment policy authorizes an extension beyond the five-year maturity limitation as outlined in this document.

### **USE OF STATE INVESTMENT GUIDELINES**

California Government Code Sections 53600 through 53692 regulates the investment practices of public entities. It is the policy of the City to use the State's provisions for local government investments as the basis for developing and implementing the City's investment policies and practices.

### **STANDARDS OF CARE**

1. **Prudence** - The City's investment officials shall act as fiduciary agents subject to the Prudent Investor Standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The City Manager, City Treasurer (Finance Manager), and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.
2. **Ethics and Conflict of Interest** - Officers and employees involved in the investment

process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions. City employees involved in the investment process shall disclose to the City Clerk in writing any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio.

- 3. Delegation of Authority** - Authority to manage the investment program is granted to the City Manager and City Treasurer (designee Administrative Services Director) and derived from Chapter 2.12 and 2.16 of the City of Half Moon Bay Municipal Code. Under the oversight of the City Manager and the City Treasurer, specified responsibility for the operation of the investment program may be delegated to the Senior Accounting Technician, who shall act in accordance with established written procedures and internal controls consistent with the investment policy. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members. The internal controls system includes separation of duties, custodial safekeeping, avoidance of physical delivery securities, development of wire transfer agreement, and clear delegation of authority to subordinate staff members.

The City may delegate its investment authority to an investment advisor registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources. The adviser shall follow this policy, and any other written instructions.

## INVESTMENT GUIDELINES

### SAFETY OF PRINCIPAL

**Safety of principal** is the primary objective of the City of Half Moon Bay. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

**Credit risk**, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm the City's capital base and cash flow.

**Market risk**, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of the City's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

### LIQUIDITY

The City's financial portfolio shall be structured in a manner to ensure that the securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with an active secondary or resale market to meet any unanticipated cash demands. A portion of the portfolio may be placed in money market mutual funds or LAIF, which offer same day liquidity for short- term funds.

It is the full intent of the City to hold all investments until maturity to ensure the return of all invested principal. However, securities may be sold prior to maturity under the following circumstances:

- To minimize loss of principal for a security with declining credit.
- When liquidity needs of the portfolio require that the security is sold.

### INVESTMENT PARAMETERS

1. **Diversification** - The City shall diversify its investments within the parameters of this policy to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs.

The investments shall be diversified by:

- Limiting investments in securities to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as LAIF or money market mutual funds to ensure that appropriate liquidity is maintained in order to meet unanticipated cash demands.

2. **Maximum Maturities-** To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow of bond proceeds or bond defeasance escrow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. As a general rule, the weighted average maturity of the investment portfolio will not exceed two years.

Reserve or escrow funds established by the issuance or defeasance of bonds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

3. **Competitive Bidding** - It is the policy of the City to encourage competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non "new issue" securities and the sale of all securities at least three bidders must be contacted. However, it is understood that certain time constraints and broker portfolio limitations exist which will not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the investment should be verified to current market conditions and documented for auditing purposes.

### **PERFORMANCE EVALUATION AND BENCHMARK**

Investment performance is continually monitored and evaluated by the City Treasurer. The investment portfolio benchmark yield shall be the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average final maturity.

## **PROTECTION OF SECURITIES**

To protect against fraud, embezzlement, or losses caused by the collapse of an individual securities dealer:

- All securities owned by the City shall be held in safekeeping by a third-party bank trust department, acting as agent for the City under the terms of a custody agreement or master repurchase agreement. All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

-or-

- All securities owned by the City shall be insured by a third-party insurer and the City shall be named as insured on that policy.

Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

## **INTERNAL CONTROL**

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits to be derived and that the valuation of costs and benefits requires estimates and judgments by management.

If the City's investment portfolio includes more than pooled investments, an external auditor shall conduct an annual independent review to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

## **INVESTMENT REPORTS**

The City Treasurer shall review investments and render quarterly reports to the City Manager and City Council. These reports shall include:

- The par amount of the investment, the classification of the investment, the percentage of the total portfolio which each type of investment represents, the name of the institution or entity, the rate of interest, the maturity date, the current market value, and the source of the market value.
- A statement that the projected cash flow is adequate to meet expected obligations over the next six months.
- The weighted average maturity of the portfolio.
- The average weighted yield to maturity of the portfolio as compared to the applicable benchmark.
- Statement of compliance with the investment policy.

This report is due within 30 days of the end of the quarter. The City Manager may, at his/her discretion, require this report on a monthly basis based upon market conditions.

## **QUALIFIED BANKS AND BROKER/DEALERS**

The City shall transact business with financial institutions that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. The institution shall be a member of the FDIC and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

All broker/dealers who desire to do business with the City shall provide the necessary information (e.g. audited financial statements, proof of state registration, proof of National Association of Securities Dealers certification, etc.) from which the City can determine their creditworthiness, the existence of any pending legal action against the firm or the individual broker as well as an understanding of the security markets that they service. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code.

The City Treasurer shall annually send a copy of the current investment policy to all financial institutions and broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

## **COLLATERAL REQUIREMENTS**

Collateral is required for investments in non-negotiable certificates of deposit and repurchase agreements. In order to reduce market risk, the collateral level shall be at least 102% of market

value of principal and accrued interest and marked to market weekly. Securities that are acceptable as collateral shall be the direct obligations of the United States or any agency of the United States or shall be fully guaranteed as to principal and interest by the United States or any agency of the United States.

### **AUTHORIZED INVESTMENTS**

Investment of City funds is governed by the California Government Code Sections 53600 etc. seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. **United States Treasury Bills, Bonds, and Notes** or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
2. **Government Sponsored Enterprises** - Obligations issued by Federal Government agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
3. **Banker's Acceptances** - Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances, may not exceed 180 days maturity or 20% of the cost value of the portfolio. Furthermore, no more than 5% of the cost value of the portfolio may be invested in the banker's acceptances of any one commercial bank.
4. **Commercial Paper** - Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short term cash. Up to 15% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical rating organization (Moody's or Standard and Poor's) and with maturities not to exceed 180 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial paper rated "A" or higher by two nationally recognized statistical rating organizations. The City may not hold more than 2% of a single issuer's outstanding paper.
5. **Negotiable Certificates of Deposit** -- Purchases of negotiable certificates of deposit issued by nationally or state-chartered banks, state or federal savings institutions, or state-licensed branches of foreign banks may not exceed 30% of the cost value of the

portfolio. The City may not invest in an institution where a member of City Council, City management, or City Treasurer serves on the board or committee of the institution. Funds will only be invested in Certificates of Deposits that are fully insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) in amounts up to \$100,000. A maturity limitation of two years is applicable.

6. **Repurchase Agreements** - Repurchase agreements may be made on any investment authorized by this investment policy. The maturity of the repurchase agreements shall not exceed one year. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff weekly and shall not be allowed to fall below 102% of the value of the repurchase agreement. A Master Repurchase agreement is required between the City and the dealer for all repurchase agreements transacted. No more than 5% of the City's investment portfolio may be invested with any one counter party, and the aggregate investment in repurchase agreements shall not exceed 10% of the City's total portfolio.
7. **Local Agency Investment Fund (LAIF)** - a State of California managed investment pool may be used up to the maximum permitted by California State Law.
8. **San Mateo County Investment Pool** - a County of San Mateo managed investment pool may be used up to the maximum of 100% of the cost value of the portfolio.
9. **Time Certificates of Deposit** - Time certificates of deposit, non- negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 10% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.
10. **Medium Term Corporate Notes** – defined as corporate and depository institution debt securities, with a maximum maturity of five years, may be purchased. Securities eligible for investment shall be rated AA or better by a nationally recognized securities rating organization (Moody's or Standard & Poor's). Purchase of medium-term notes may not exceed 10% of the cost value of the portfolio and no more than 10% of the cost value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 10% limitation
11. **Money Market Mutual Funds** - Mutual funds invested in U.S. Government securities are permitted under this policy and under California Government Code Section 53601(L). All of the following criteria must also be met: (1) The fund shall have a minimum of \$500 million in total portfolio value; (2) The fund shall be registered with the Securities and Exchange Commission, and shall have achieved the highest ranking or the highest letter

and numerical rating provided by not less than two nationally recognized statistical rating organizations; (3) The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration; Investment in such funds shall not exceed 20% of the City's total portfolio; and no more than 5% of the City's total portfolio may be invested in any one mutual fund.

**12. Moneys Held By a Trustee or Fiscal Agent** - Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness obligation under a lease, installment sales or other agreement may be invested in accordance with the statutory provisions governing the issuance or defeasance of the bonds or obligation.

**13. Prohibited/Ineligible Investments** - Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual. (Sec. 53601.6)

Maximum Investment Maturity and Percentage - The following matrix of maximum maturity and percentage limits, by instrument, are established for the City's total pooled funds portfolio:

Investment Type	Maturity	Percentage
Repurchase Agreements	1 Year	0 to 100%
Local Agency Investment Fund	Upon Demand	0 to 100%
San Mateo County Investment Pool	Upon Demand	0 to 100%
U.S. Treasury Bonds/Notes/Bills	5 Years	0 to 100%
Government Sponsored Enterprises	5 Years	0 to 100%
Bankers' Acceptances	180 Days	0 to 20%
Commercial Paper	180 Days	0 to 15%
Negotiable Certificates of Deposit	2 Years	0 to 30%
Time Certificates of Deposit	2 Years	0 to 10%
Medium Term Corporate Notes	5 Years	0 to 20%
Mutual Funds/Money Market Funds	Upon Demand	0 to 20%

**LEGISLATIVE CHANGES**

Any State of California legislative action that further restricts allowable maturities, investment types, or percentage allocations, supersedes any and all previous applicable language in this Investment Policy.

## **INTEREST EARNINGS**

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly to various fund accounts based on the (average 13 months) cash balance in each fund as a percentage of the entire pooled portfolio.

## **POLICY CONSIDERATIONS**

The following policy considerations apply:

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments - The City's investment policy shall be adopted by resolution of the City Council on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends.

**RESOLUTION NO. C-2022-71**

**A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE CITY OF HALF MOON BAY INVESTMENT POLICY**

**WHEREAS**, the investment policy is reviewed each year by City Council in accordance with the City of Half Moon Bay's Investment Policy;

**WHEREAS**, the investment policy has been reviewed to ensure any necessary updates have been incorporated;

**WHEREAS**, there is no change in the investment policy at this time.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's Investment Policy as contained in Exhibit A attached hereto.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

Ayes, Councilmembers: Brownstone, Jimenez, Rarback, Ruddock  
Noes, Councilmembers: \_\_\_\_\_  
Absent, Councilmembers: Penrose  
Abstain, Councilmembers: \_\_\_\_\_

ATTEST:

APPROVED:

*Jessica Blair*

*Debbie Ruddock*

\_\_\_\_\_  
Jessica Blair, City Clerk

\_\_\_\_\_  
Debbie Ruddock, Mayor



# Investment Policy Glossary of Terms

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**Accrued Interest** - Interest earned but not yet received.

**Active Deposits** - Funds which are immediately required for disbursement.

**Amortization** - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

**Arbitrage** - Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

**Asked Price** - The price a broker dealer offers to sell securities.

**Banker's Acceptance** - A high quality, short-term money market instrument used to finance international trade. There has never been an instance of a failure to pay a banker's acceptance in full at its maturity date.

**Basis Point** - One basis point is one hundredth of one percent (.01).

**Bid Price** - The price a broker dealer offers to purchase securities.

**Bond** - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Value** - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

**Broker** - Someone who brings buyers and sellers together and is compensated for his/her service.

**Certificate of Deposit** - A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

**Collateral** - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

**Commercial Paper** - Short-term, negotiable unsecured promissory notes of corporations.

**Basic Financial Statements** - The official annual financial report for the City in accordance with the GASB 34 format prepared in conformity with Generally Accepted Accounting Principles (GAAP).

**Coupon** - The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

**Credit Analysis** - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

**Current Yield** - The interest paid on an investment expressed as a percentage of the current price of the security.

**Custodian** - A bank or other financial institution that keeps custody of stock certificates and other assets.

**Defeased Bond Issues** - Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

**Delivery vs. Payment (DVP)** - Delivery of securities with a simultaneous exchange of money for the securities.

**Derivative** - Securities that are based on, or derived from, some underlying asset, reference date, or index.

**Discount** - The difference between the cost of a security and its value at maturity when quoted at lower than face value.

**Diversification** - Dividing investment funds among a variety of securities offering independent returns and risk profiles.

**Duration** - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fannie Mae** - Trade name for the Federal National Mortgage Association

(FNMA), a U.S. sponsored corporation.

**Federal Reserve System** - The central bank of the U.S. which consists of a seven-member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

**Federal Deposit Insurance Corporation (FDIC)** - Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (currently \$100,000) per account.

**Fed Wire** - A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

**Freddie Mac** - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

**Ginnie Mae** - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

**Government Accounting Standards Board (GASB)** - A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**Guaranteed Investment Contracts (GICS)** - An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

**Inactive Deposits** - Funds not immediately needed for disbursement.

**Interest Rate** - The annual yield earned on an investment, expressed as a percentage.

**Investment Agreements** - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

**Liquidity** - An asset that can easily and rapidly be converted into cash without significant loss of value.

**Local Agency Investment Fund (LAIF)** - A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

**Local Agency Investment Pool** - A pooled investment vehicle, sponsored by a local agency or a group of local agencies for use by other local agencies.

**Market Value** - The price at which a security is trading and could presumably be purchased or sold.

**Maturity** - The date upon which the principal or stated value of an investment becomes due and payable.

**Modified Duration** - A measure of exposure to market risk of a security or a portfolio. It is the percent change in the price of a security (portfolio) or a 100 basis point change in the security's (portfolio's) yield.

**Mutual Funds** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

**Negotiable Certificate of Deposit** - A large denomination certificate of deposit which can be sold in the open market prior to maturity.

**New Issue** - Term used when a security is originally "brought" to market.

**Note** - A written promise to pay a specified amount to a certain entity on demand or on a specified date.

**Par Value** - The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**Perfected Delivery** - Refers to an investment where the actual security or collateral is held by an independent third-party representing the purchasing entity.

**Portfolio** - Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

**Primary Dealer** - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

**Principal** - The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Prospectus** - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement")

**Prudent Investor Standard** - A standard of conduct, where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

**Purchase Date** - The date in which a security is purchased for settlement on that or a later date.

**Rate of Return** - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Repurchase Agreement (REPO)** - A transaction, where the seller agrees to buy back from the buyer (City) the securities at an agreed upon price on demand or at a specified date.

**Reverse Repurchase Agreement (REVERSE REPO)** - A transaction where the seller (City) agrees to buy back from the buyer the securities at an agreed upon price on demand or at a specified date.

**Risk** - Degree of uncertainty of return on an asset.

**Rule G-37 of the Securities Rulemaking Board** - Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities business.

**Safekeeping Service** - Offers storage and protection of assets provided by an institution serving as an agent.

**Sallie Mae** - Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

**Secondary Market** - A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities and Exchange Commission (SEC)** - The federal agency responsible for supervising and regulating the securities industry.

**Settlement Date** - The date on which a trade is cleared by delivery of securities against funds.

**Tax and Revenue Anticipation Notes (TRANS)** - Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

**Time Certificate of Deposit** - A non-negotiable certificate of deposit that cannot be sold prior to maturity.

**Treasury Bills (T-bills)** - U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

**Trustee or trust company or trust department of a bank** - A financial institution with trust powers which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

**Underwriter** - A dealer that purchases a new issue of municipal securities for resale.

**U.S. Government Agencies** - Instruments issued by various U.S. Government Agencies, most of which are secured only by the credit worthiness of the particular agency.

**U.S. Treasury Obligations** - Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes, and Bonds. Bills are short-term obligations that mature in one year or less and are sold on the basis of a rate of discount. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more.

**Weighted Average Maturity (WAM)** - The average maturity, of all the securities that comprise a portfolio, which is typically expressed in days or years.

**Yield** - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

**Yield to Maturity** - The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

**Yield Curve** - A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.



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# Reserve Policy

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# General Fund & Economic Uncertainty Reserve Policy

Adoption Date: June 2, 2020

Last Revision Date: June 2, 2020

## I. Introduction:

Prudent financial management dictates that a portion of the funds available to the City be held in reserve for future use whereas standard funding sources are not adequate for continued operation of general City operation. This policy establishes the amounts the City will strive to maintain in the General Fund Reserve & Economic Uncertainty Reserve, as well as the conditions under which the reserves may be spent.

The General Fund Reserve and Economic Uncertainty Reserve helps to ensure that the City of Half Moon Bay can provide consistent, uninterrupted municipal services in the event of economic disruption or an extreme event. Two of the City's primary revenue sources, the transient occupancy tax and sales tax, are known to be sensitive to downturns in the economy. Like other California cities, Half Moon Bay must be prepared for seismic and other catastrophic events that could threaten its long-term fiscal health.

As a General Budget principle, the City Council is charged with determining an appropriate General Fund Reserve and Economic Uncertainty Reserve thresholds and to allocate or change those funding thresholds as appropriate. The funding levels are to be based on sound risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOAO). The General Fund Reserve and Economic Uncertainty Reserve follows Generally Accepted Accounting Principles set by the Government Accounting Standards Board (GASB) in Statement No. 54.

## II. Amounts Held in Reserve

The City of Half Moon Bay will strive to maintain the following threshold funding as "assigned" General Fund balance. The reserve balances are conveyed as a percentage of the City's general fund annual operating expenditures. As a percentage of the annual operating expenditures, the actual assigned fund balances will fluctuate. The reserves are broken into two categories, each with their associated target threshold of reserve:

### **General Fund Reserve (30% of General Fund operating expenditures):**

- The City will fund the General Fund Reserve at a minimum of 30% of the budgeted Annual General Fund Expenditures with no maximum. Funds held in this assigned reserve are held for the following uses:
  - Meeting cash flow needs during the fiscal year.
  - Closing a projected short-term revenue-expenditure gap.
  - Responding to unexpected expenditure requirements or revenue shortfalls.

- When an economic downturn results in a short-term budgetary shortfall and where reasonable cuts to expenditures are not adequate to meet revenue without the use of the reserve.
- Unfunded liabilities such as self-insurance, pensions and retiree health obligations
- Institutional changes, such as State budget takeaways and unfunded mandates

**Economic Uncertainty Reserve (20% of General Fund operating expenditures):**

- The City will fund the Economic Uncertainty Reserve at a minimum of 20% of the budgeted Annual General Fund Operating Expenditures with no maximum. Funds held in this assigned reserve are held for the following uses:
  - When a fiscal forecast shows an ongoing structural gap due to an economic downturn to providing a strategic bridge to future economic stability.
  - When during a declared emergency, expenditures exceed revenues and where the reserve will meet economic shortfalls due to a related economic downturn.
  - When an economic downturn results in a long-term budgetary shortfall and where reasonable cuts to expenditures are not adequate to meet revenue without the use of the reserve.
  - Where its use will prevent a reduction of required services.

**III. Funding Target Balance**

The General Fund Reserve and Economic Uncertainty Reserve will be funded from excess ongoing and one-time funds when available. If reserve fund balances fall below established thresholds, the City will replenish reserves in the following priority:

1. **General Fund Reserve**
2. **Economic Uncertainty Reserve**

**IV. Conditions for Use of Reserves**

**A. Use of Reserves**

It is the intent of the City to limit use of reserves to address unanticipated, non-recurring needs or known, planned future obligations. Reserves shall not normally be applied to recurring annual operating expenditures. The reserves may, however, be used to allow time for the City to restructure its operations in a deliberate manner (such as might be required in the case of a severe economic downturn), but such use will only take place in the context of an adopted long-term plan to reach a sustainable structure.

**B. Authority to Use Reserves**

The reserves are only used in accordance with this policy and at the direction of the City Council.

**C. Funding in Excess of Threshold**

Where funding of the General Fund Reserve and Economic Uncertainty Reserve exceeds the established thresholds, City Council may authorize the use of those funds for any budgetary need.

**D. Authority for Interfund Borrowing**

The City Manager may authorize inter-fund borrowing in the event that resources are needed by the General Fund to recover from damages incurred in a catastrophic event. Borrowed funds can be provided from any other funds that are not fiscally compromised by the event and are legally available for use. Borrowed funds will be reimbursed at a rate determined by the City's overall portfolio yield.

**E. Replenishment of Reserves**

In the event the City Council authorizes use of the reserves, the City Manager shall propose a plan for the replenishment of the reserves to the City Council during City budget hearings. The City will make every reasonable effort to fully replenish the reserves within five years.

If, based on the Finance Director's analysis and forecasting, the target balance is not being met or is likely not going to be met at some point within a five-year period, a plan to meet the target balance will be developed and presented to the City Council for consideration.

**V. Annual Review of Policy**

The General Fund Reserve and Economic Uncertainty Reserve policy will be reviewed annually and discussed if changes are deemed necessary. The review of this policy is to safeguard its effectiveness and relevance to the City's long-term needs, and to ensure that the policy remains current with best practices that are based on sound risk assessment methodology developed by the Government Finance Officers Association of the United States and Canada (GFOAO).

**Attachments:**

-None-

**Policy Revision History:**

Date	Actions
June 2, 2020	Originally Issued

RESOLUTION No. C-2020-32

A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE  
CITY OF HALF MOON BAY GENERAL FUND & ECONOMIC  
UNCERTAINTY RESERVE POLICY

**WHEREAS**, the General Fund & Economic Uncertainty Reserve policy ensure the City's ability to maintain vital services to the community during times of economic uncertainty; and

**WHEREAS**, the City is committed to achieving long-term fiscal stability as well as mitigating the negative impacts of extraordinary risk such as earthquakes, fires, and floods; and

**WHEREAS**, the prior Committed Contingency Reserve Fund is hereby renamed to the General Fund Reserve; and

**WHEREAS**, the creation of the Economic Uncertainty Reserve required a revision of the Reserve policy to include the Economic Uncertainty Reserve; and

**WHEREAS**, the use and replenishment of the General Fund & Economic Uncertainty Reserve Funds should be defined.

**NOW, THEREFORE, BE IT RESOLVED THAT**

The City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's General Fund & Economic Uncertainty Reserve Policy as contained in Exhibit A attached hereto.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of June, 2020 by the City Council of Half Moon Bay by the following vote:

- AYES, Councilmembers: Penrose, Rarback, Ruddock, Brownstone, Eisen
- NOES, Councilmembers:
- ABSENT, Councilmembers:
- ABSTAIN, Councilmembers:

ATTEST:

  
\_\_\_\_\_  
For Jessica Blair, City Clerk

APPROVED:

  
\_\_\_\_\_  
Adam Eisen, Mayor



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# Master Fee Schedule

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## Master Fee Schedule

The City's Master Fee schedule includes Developer Impact Fees and User Fees which are permitted under State law and initially adopted by the City Council in 2017. The fee schedule is based upon a Cost Allocation Plan (CAP), that has been reviewed each subsequent fiscal year to confirm accuracy. In conjunction with the FY 2021-22 budget, the City reevaluated the allocation of resources as well as the appropriate allocation of costs to City functions and fees. The CAP ensures that the City is able to accurately account for the actual cost of providing programs and services by establishing fully-burdened hourly rates for staff, including direct, indirect and overhead costs; as well as for facilities. These rates are a foundation for all fees and ensure that recoverable fees for each service are complete, clearly defined and identified. The City evaluates the CAP each year and updates the CAP approximately every 5 years.

Development Impact Fees were adjusted for cost of living in 2022 in accordance with the City Council policy following evaluation and determination that the fees remained compliant with statutory limits and addressed the cost of new development on certain facilities and infrastructure. In order to charge Development Impact Fees, jurisdictions must prepare nexus studies. A nexus study was prepared in 2017 and with each subsequent fiscal year, staff evaluates the fees to ensure the fees do not exceed the City's actual cost to provide the services and infrastructure based on the CAP, Capital Improvement Program, and other cost factors.

User Fees include Administration and Development Impact Fees. Following the CAP, the City's User Fees were comprehensively updated and adopted in 2017. User Fees include both flat fees and deposits. Flat fees are set to align with the anticipated and typical cost to provide a specified service based on the CAP fully-burdened hourly rates. Flat fees are appropriate for smaller-scale or more typical services. For more variable services, such as those associated with development review, a deposit approach provides the City with a means to charge an applicant for actual time spent to process an application and to more accurately track City consultant related direct costs. On May 17, 2022, City Council approved a substantial update to fees and deposits following staffs' evaluation of the structure established in 2017. These updates will take effect in Fiscal Year 2022-23. As noted above, the City continues to evaluate fees in conjunction with the annual budget process to ensure fees are appropriate and are not exceeding the actual cost of services provided per State law.

The Master Fee Schedule is updated annually. All fees, excluding Development Impact Fees and Public Safety, are increased annually pursuant to the annual average of the Consumer Price Index for Urban and Clerical Workers (CPI-W). Development Impact Fees are increased annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index (CCI) FY2021-22 rate is 26%. Due to the impact this could have on local development, the City has elected to increase by 3%. The FY2021-22 CPI-W rate is 6.5%. In FY22-23 there will be no Public Safety increases.

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>I. ADMINISTRATION</b>				
<b>1 Administrative Fees</b>				
First Returned Item	101-101-4901	\$25.00	\$25.00	Each
Each Additional Item	101-101-4901	\$39.00	\$39.00	Each
Credit Card Convenience Fee	101-101-4901	2%	2%	2.4% on charges \$30.00 and more
<b>2 Duplication</b>				
Photocopies	101-101-4901	\$0.25	\$0.25	Per page
Municipal Code Book	101-101-4901	Available online	Available online	Per book
Bound Reports	101-101-4901	Actual Cost	Actual Cost	Per report
Budget	101-101-4901	Available online	Available online	Each
Comprehensive Financial Report (ACFR)	101-101-4901	Available online	Available online	Each
<b>3 City Clerk</b>				
Election Filing Fee	101-110-4901	\$25.00	\$25.00	Each
Candidate Printing Fee	101-110-4901	Determined per election	Determined per election	Deposit
<b>4 Staff Research</b>				
City Manager's Office	101-120-4443	\$62.00	\$66.00	Per 0.25 hour
Finance Department	101-210-4443	\$52.00	\$55.00	Per 0.25 hour
City Clerk's Office	101-140-4443	\$49.00	\$52.00	Per 0.25 hour
Planning Department	101-710-4443	\$60.00	\$63.00	Per 0.25 hour
Building Department	101-720-4443	\$44.00	\$46.00	Per 0.25 hour
Public Works Department - Engineering	101-420-4443	\$53.00	\$56.00	Per 0.25 hour
Public Works Department - Maintenance	101-430-4443	\$46.00	\$48.00	Per 0.25 hour
Police - Sworn	101-310-4203	\$61.00	\$61.00	Per 0.25 hour
Police - Non Sworn	101-310-4203	\$21.00	\$21.00	Per 0.25 hour
<b>5 Private Alarm Permits (Chapter 9.10)</b>				
Alarm Permit	101-310-4202	\$54.00	\$57.00	Each
False Alarm Response with Permit				
1st & 2nd Alarms	101-310-4202	\$0.00	\$0.00	No fee
3rd Alarm	101-310-4202	\$54.00	\$57.00	Each
4th Alarm	101-310-4202	\$111.00	\$118.00	Each
5th Alarm	101-310-4202	\$168.00	\$178.00	Each
6th Alarm and responses thereafter	101-310-4202	\$224.00	\$238.00	Each
False Alarm without Permit				
1st & 2nd Alarms	101-310-4202	\$54.00	\$57.00	Each
3rd Alarm	101-310-4202	\$111.00	\$118.00	Each
4th Alarm	101-310-4202	\$139.00	\$148.00	Each
5th Alarm	101-310-4202	\$195.00	\$207.00	Each
6th Alarm and responses thereafter	101-310-4202	\$280.00	\$298.00	Each
<b>6 Film Permit (Chapter 9.74)</b>	101-101-4201	\$576.00	\$576.00	Per day
<b>7 Special Event Permits <sup>[1]</sup></b>				
Block Parties	101-101-4201	\$224.00	\$224.00	Per event
Fund Raisers	101-101-4201	\$224.00	\$224.00	Per event
Miscellaneous Events	101-101-4201	\$448.00	\$448.00	Per event
Carnival/Circus/Parade/Race/Rodeo, etc.	101-101-4201	\$448.00	\$448.00	Each
Amusement Concession	101-101-4201	\$448.00	\$448.00	Each

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>8 Poplar Beach Parking</b> <sup>[1]</sup>				
Vehicles less than 20 feet	101-430-4720	\$10.00	\$10.00	Per 12 hours
Horse trailers and vehicles longer than 20 feet	101-430-4720	\$15.00	\$15.00	Per 12 hours
Annual Permit	101-430-4720	\$165.00	\$165.00	12 month permit
Nine-month Permit	101-430-4720	\$90.00	\$90.00	9-month (September through May)
Replacement Parking permit			\$30.00	
<b>9 BID Administration for City Hotels</b>	101-210-4443	\$165.00	\$165.00	Per month
<b>10 Street Closure</b>	Expense Code	Actual cost	Actual cost	
<b>11 Professional Dog Walker permit</b>		\$200.00	\$200.00	Annual (January 1 - December 31)
<b>12 Personal Dog Walker permit (3-6 dogs)</b>		TBD	\$75.00	Annual (January 1 - December 31)
<b>13 Annual License Agreement</b>				
Parklet Activities Space			\$800.00	
Sidewalk Activities Space			\$225.00	
Other			Per City Council approval	Per City Council approval
<small>[1] Fees may be waived by the City Manager for NPDES related volunteer events</small>				
<b>II. BUILDING</b> <sup>[2] [3] [4]</sup>				
<b>0 Building Hourly Rates</b>		\$181.00	\$186.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	1.5 x hourly rate	1.5 x hourly rate	Per hour
Inspection on Sundays and Holidays, per hour	101-720-4422	2 x hourly rate	2 x hourly rate	Per hour
Reinspection fees, per hour	101-720-4422	Hourly rate	Hourly rate	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Hourly rate	Hourly rate	Per hour
<b>1 Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)</b>				
Valuation (\$)				
0 - 500 (Includes basic water heater, furnace replacements and re-roofing with two or fewer inspections)	101-720-4422	\$181.00	\$186.00	Per hour
501 - 2,000				
First 500	101-720-4422	\$236.00	\$251.00	Valuation
Each Additional 100 or fraction thereof	101-720-4422	\$11.00	\$12.00	
2,001 - 25,000				
First 2,000	101-720-4422	\$438.00	\$466.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$1.00	\$1.00	
25,001 - 50,000				
First 25,000	101-720-4422	\$493.00	\$525.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	
50,001 - 100,000				
First 50,000	101-720-4422	\$658.00	\$701.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	
100,000 - 500,000				
First 100,000	101-720-4422	\$823.00	\$876.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	
500,001 - 1,000,000				
First 500,000	101-720-4422	\$2,200.00	\$2,343.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	
1,000,001 and above				
First 1,000,000	101-720-4422	\$5,281.00	\$5,624.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$6.00	\$6.00	

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>2 Building Plan Check Fee</b>		65% of Building Permit Fee	65% of Building Permit Fee	
Miscellaneous Plan Review		\$181.00	\$186.00	Per hour
Plan Revision	101-720-4422	\$181.00	\$186.00	Per hour
Fee for 4th review onwards-charged on hourly basis	101-720-4422	\$181.00	\$186.00	Per hour
Electronic submittal fee	101-720-4422	\$2/drawing sheet and \$5.59 flat fee for supporting documents	\$2/drawing sheet and \$5.59 flat fee for supporting documents	Each
Fire Plan Check Administrative Fee			\$93.00	1/2 hour
Solar	101-720-4422	\$181.00	\$186.00	Per hour
<b>3 Miscellaneous Permit</b>				
Demolition	101-720-4422	\$362.00	\$373.00	Up To 2 hours
Permit Fees for Work Without Valid Permit (Bldg, Elec, Mech, Plmb, Encroach, Gradng)	101-720-4422	2 X Permit Fee	2 X Permit Fee	Fine / Penalty
Business License Inspection	101-720-4422	\$91.00	\$93.00	Per 0.5 hour
Address Assignment		\$181.00	\$186.00	Per hour
<b>4 Other Inspections and Fees</b>				
Pre-Site Inspection	101-720-4422	Per building hourly rate	\$186.00	Per hour
Re-Inspections	101-720-4422	Per building hourly rate	\$186.00	Per hour
Reinspection fees	101-720-4422	Per building hourly rate	\$186.00	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Per building hourly rate	\$186.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	Per building hourly rate	\$186.00	Per hour
General Plan Fee	101-710-4444	0.25%	0.25%	Valuation
<b>5 Refund (Update Refund Policy)</b>		\$91.00	\$93.00	Per 0.5 hour
<b>6 Special Structural Inspection Fee</b>	101-720-4422	\$273.00	\$227.00	Deposit to be determined by Public Works Director at time of application. Per Public Works hourly rate
<b>7 Electrical Permit</b>				
<b>Permit Issuance</b>				
For issuing each permit	101-720-4422	\$43.00	\$46.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$43.00	\$46.00	Each
<b>New Residential Buildings</b>				
For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	101-720-4422	\$15.00	\$16.00	Per 100 square foot
For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	101-720-4422	\$15.00	\$16.00	Per 100 square foot
For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE	101-720-4422	See Unit Fee Schedule Below	See Unit Fee Schedule Below	
<b>Private Swimming Pools</b>				
For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool	101-720-4422	\$21.00	\$22.00	Each

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>Carnivals and Circuses</b>				
<b>Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:</b>				
For electrical generators and electrically driven rides, each	101-720-4422	\$38.00	\$40.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	101-720-4422	\$7.00	\$7.00	Each
For a system of area and booth lighting, each	101-720-4422	\$7.00	\$7.00	Each
For permanently installed rides, booths, displays and attractions, use the UNIT FEE SCHEDULE	101-720-4422	See Unit Fee Schedule Below	See Unit Fee Schedule Below	
<b>Temporary Power Services</b>				
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	101-720-4422	\$21.00	\$22.00	Each
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each	101-720-4422	\$21.00	\$22.00	Each
<b>Receptable, Switch and Lighting Outlets</b>				
<b>For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):</b>				
First 20 fixtures, each	101-720-4422	\$1.48	\$2.00	Each
Additional fixtures, each	101-720-4422	\$0.30	\$0.32	Each
<b>For lighting fixtures, sockets, or other lamp-holding devices:</b>				
First 20 fixtures, each	101-720-4422	\$1.48	\$2.00	Each
Additional fixtures, each	101-720-4422	\$1.48	\$2.00	Each
For pole or platform-mounted lighting fixtures	101-720-4422	\$28.00	\$30.00	Each
For theatrical-type lighting fixtures or assemblies	101-720-4422	\$28.00	\$30.00	Each
<b>Residential Appliances</b>				
For fixed residential appliances or receptacle outlets for same, including wall-mounted electrical ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	101-720-4422	\$3.00	\$3.00	Each
<b>Non-Residential Appliances</b>				
For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	101-720-4422	\$3.00	\$3.00	Each
<b>Busways</b>				
For trolley and plug-in-type busways, each 100 feet or fraction thereof <b>Note:</b> An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.	101-720-4422	\$28.00	\$30.00	Each 100 ft or fraction thereof

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>Power Apparatus</b>				
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):				
Up to and including 1	101-720-4422	\$15.00	\$16.00	Each
Over 1 and not over 10	101-720-4422	\$15.00	\$16.00	Each
Over 10 and not over 50	101-720-4422	\$28.00	\$30.00	Each
Over 50 and not over 100	101-720-4422	\$28.00	\$30.00	Each
Over 100	101-720-4422	\$57.00	\$61.00	Each
<b>Signs, Outline Lighting and Marquees</b>				
For signs, outline lighting systems or marquees supplied from one branch circuit	101-720-4422	\$15.00	\$16.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	101-720-4422	\$15.00	\$16.00	Each
<b>Services</b>				
For services of 600 volts or less and no over 200 amperes in rating	101-720-4422	\$15.00	\$16.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	101-720-4422	\$15.00	\$16.00	Each
For services over 600 volts or over 1,000 amperes in rating	101-720-4422	\$21.00	\$22.00	Each
<b>Miscellaneous Apparatus, Conduits and Conductors</b>				
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	101-720-4422	\$27.97	\$30.00	Each
<b>Other Inspection and Fees</b>		Per building hourly rate	\$186.00	Per hour
<b>8 Mechanical Permit</b>				
<b>Permit Issuance</b>				
For issuing each permit	101-720-4422	\$43.00	\$46.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$43.00	\$46.00	Each
<b>Furnaces</b>				
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances, up to and including 100,000 Btu/h	101-720-4422	\$15.00	\$16.00	Each
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances over 100,000 Btu/h	101-720-4422	\$15.00	\$16.00	Each
For the installation or relocation of each floor furnace, including vent	101-720-4422	\$15.00	\$16.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	101-720-4422	\$15.00	\$16.00	Each
<b>Appliance Vents</b>				
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	101-720-4422	\$15.00	\$16.00	Each
<b>Repairs or Additions</b>				
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	101-720-4422	\$21.00	\$22.00	Each

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>Boilers, Compressors and Absorption Systems</b>				
For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	101-720-4422	\$45.00	\$48.00	Each
For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	101-720-4422	\$45.00	\$48.00	Each
For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	101-720-4422	\$45.00	\$48.00	Each
For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	101-720-4422	\$91.00	\$97.00	Each
<b>Air Handlers</b>				
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	101-720-4422	\$15.00	\$16.00	Each
For each air-handling unit over 10,000 cfm	101-720-4422	\$28.00	\$30.00	Each
<b>Evaporative Coolers</b>				
For each evaporative cooler other than portable type	101-720-4422	\$15.00	\$16.00	Each
<b>Ventilation and Exhaust</b>				
For each ventilation fan connected to a single duct	101-720-4422	\$15.00	\$16.00	Each
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	101-720-4422	\$15.00	\$16.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	101-720-4422	\$15.00	\$16.00	Each
<b>Incinerators</b>				
For the installation or relocation of each domestic-type incinerator	101-720-4422	\$28.00	\$30.00	Each
For the installation or relocation of each commercial or industrial-type incinerator	101-720-4422	\$28.00	\$30.00	Each
<b>Miscellaneous</b>				
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	101-720-4422	\$15.00	\$16.00	Each
<b>9 Plumbing Permit</b>				
<b>Permit Issuance</b>				
For issuing each permit	101-720-4422	\$45.00	\$48.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$45.00	\$48.00	Each
<b>Fixtures and Vents</b>				
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	101-720-4422	\$15.00	\$16.00	Each
For each repair or alteration of drainage or vent piping, each fixture	101-720-4422	\$15.00	\$16.00	Each
<b>Sewers, Disposal Systems and Interceptors</b>				
For each building sewer and each trailer park sewer	101-720-4422	\$28.00	\$30.00	Each
Rainwater systems-per drain (inside building)	101-720-4422	\$15.00	\$16.00	Each
For each cesspool (where permitted)	101-720-4422	\$15.00	\$16.00	Each
For each private sewage disposal system	101-720-4422	\$21.00	\$22.00	Each
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	101-720-4422	\$21.00	\$22.00	Each

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>Gas Piping Systems</b>				
For each gas-piping system of one to five outlets	101-720-4422	\$25.00	\$27.00	Each
For each additional gas piping system outlet, per outlet	101-720-4422	\$2.00	\$2.00	Each
<b>Water Piping and Water Heaters</b>				
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	101-720-4422	\$15.00	\$16.00	Each
For each water heater and/or vent	101-720-4422	\$3.00	\$3.00	Each
<b>Lawn Sprinklers, Vacuum Breakers &amp; Backflow Protection Devices</b>				
For each lawn sprinkler system or any one meter, including backflow protection devices thereof	101-720-4422	\$15.00	\$16.00	Each
<b>For atmospheric-type vacuum breakers or backflow protection devices not included above:</b>				
1 to 5	101-720-4422	\$3.00	\$3.00	Each
Over 5, each	101-720-4422	\$2.00	\$2.00	Each
<b>For each backflow protective device other than atmospheric type vacuum breakers:</b>				
2 inch diameter and smaller	101-720-4422	\$7.00	\$7.00	Each
over 2 inch diameter	101-720-4422	\$14.00	\$15.00	Each
<b>Swimming Pools</b>				
Public Pool	101-720-4422	\$45.00	\$48.00	Each
Public Spa	101-720-4422	\$28.00	\$30.00	Each
Private Pool	101-720-4422	\$45.00	\$48.00	Each
Private Spa (pre-manufactured)	101-720-4422	\$7.00	\$7.00	Per valuation
Private Spa (custom built)	101-720-4422	\$28.00	\$30.00	Each
<b>Miscellaneous</b>				
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	101-720-4422	\$15.00	\$16.00	Each
<b>Other Inspection and Fees</b>		Per building hourly rate	\$186.00	Per hour

<sup>[2]</sup> The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 0.25% (\$2.50/\$1000) of the valuation of the construction/addition.

<sup>[3]</sup> Permit fees for work done without a valid permit are 2x the applicable permit fee

<sup>[4]</sup> Solar permit fees shall be established based on valuation with a 70% discount of the total of the building permit fee, plan check fee and electrical permit fee.

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>III. PUBLIC WORKS <sup>[5][6]</sup></b>				
<b>0 Public Works Hourly Rate</b>	101-420-4443	\$220.00	\$227.00	Hourly rate
<b>1 Public Improvement Plan Check Fee (including grading)</b>				
Valuation (\$)				
\$10,000	101-420-4421	\$890.00	\$948.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$43.00	\$46.00	Flat fee
\$100,000	101-420-4421	\$4,895.00	\$5,213.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$36.00	\$38.00	Flat fee
\$500,000	101-420-4421	\$19,807.00	\$21,094.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$38.00	\$40.00	Flat fee
<b>2 Construction Inspection</b>				
Valuation (\$)				
\$10,000	101-420-4421	\$890.00	\$948.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$72.00	\$77.00	Flat fee
\$100,000	101-420-4421	\$7,566.00	\$8,058.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$57.00	\$61.00	Flat fee
\$500,000	101-420-4421	\$31,381.00	\$33,421.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$61.00	\$65.00	Flat fee
<b>3 Final Map Review</b>				
Parcel Map (Up to 4)	101-000-2302	\$6,854.00	\$6,854.00	Deposit
Tract Map (Up to 5)	101-000-2302	\$8,568.00	\$8,568.00	Deposit
<b>4 Subdivision Improvement Agreement Review</b>	101-000-2302	\$3,410.00	\$3,410.00	Deposit
<b>5 Encroachment Permits Plan Review &amp; Inspection</b>				
Spot Repair (I.e. water leaks, pothole patches)	101-420-4421	\$443.00	\$472.00	Flat Fee
Excavation/Restoration less than 100 LF	101-420-4421	\$890.00	\$948.00	Flat Fee
Excavation/Restoration 100 LF or greater	101-420-4421	\$890.00	\$948.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	Flat Fee
Curb, gutter, sidewalk, or driveway less than 100 LF	101-420-4421	\$890.00	\$948.00	Flat Fee
Curb, gutter, sidewalk, or driveway 100 LF or greater	101-420-4421	\$890.00	\$948.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	Flat Fee
Sewer connections, repair or extension 100 LF or less	101-420-4421	\$890.00	\$948.00	Flat Fee
Storm Drain connection, repair or extension 100 LF or Greater	101-420-4421	\$890.00	\$948.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	Flat Fee
Storm Drain connection, repair or extension <100 LF	101-420-4421	\$890.00	\$948.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	Flat Fee
Storm Drain connection, repair or extension >100 LF	101-420-4421	\$890.00	\$948.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	Flat Fee
Unpermitted encroachments	101-420-4421	1.5 x fee	2 x Permit fee	Fine / Penalty
Monitoring Wells	101-420-4421	\$443.00	\$472.00	Flat Fee
Permit Time Extension	101-420-4421	\$109.00	\$116.00	Flat Fee
<b>6 Public Right-of-Way/Easement Encroachment (Temporary)</b>	101-420-4421	\$220.00	\$234.00	Flat fee
<b>7 Deferred Improvement Agreement Review</b>	101-420-4421	\$443.00	\$472.00	Flat fee
<b>8 Grading Permits Plan Review and Inspection <sup>[3]</sup></b>				
Grading changes 50-1,000 CY	101-140-5231		\$948.00	Flat fee
Grading changes >1,000 CY	101-140-5231	\$890.00	\$948.00	Flat fee
Additional 100 CY over 1000	101-140-5231	\$890.00	\$234.00	Flat fee
<b>9 Sewer</b>				
FOG Self Certification Form		\$51.00	\$54.00	Flat fee
Transfer of Uninstalled Capacity Fee	202-520-4506	\$443.00	\$472.00	Flat fee

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>10 Supporting to Planning</b>				
<b>Pre-Entitlement Processing</b>				
Pre-Application Review	101-000-2302	\$220.00	\$220.00	Deposit
Pre-Application: Commercial Cannabis Business Review	101-000-2302	\$220.00	\$220.00	Deposit
<b>Coastal Development Permit Processing</b>				
Coastal Development Permit Exemption	101-420-4421	\$220.00	\$234.00	Flat Fee
Single Family Residential	101-000-2302	\$890.00	\$890.00	Deposit
Accessory Dwelling Unit - New Development	101-420-4421	\$443.00	\$472.00	Flat Fee
Multiple Family Residential	101-000-2302	\$1,837.00	\$1,837.00	Deposit
Commercial / Mixed Use	101-000-2302	\$1,837.00	\$1,837.00	Deposit
Industrial / Institutional	101-000-2302	\$1,837.00	\$1,837.00	Deposit
Other Development				
Community Development Director	101-000-2302	\$919.00	\$919.00	Deposit
Planning Commission	101-000-2302	\$1,837.00	\$1,837.00	Deposit
Amendments				
Minor Amendments	101-420-4421	\$220.00	\$234.00	Flat fee
Major Amendments	101-000-2302	\$1,837.00	\$1,837.00	Deposit
<b>Environmental Clearance Processing</b>				
CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	\$856.00	\$856.00	Deposit
EIR	101-000-2302	\$1,713.00	\$1,713.00	Deposit
<b>Entitlement Processing</b>				
Commercial Cannabis Business License	101-000-2302	\$1,672.00	\$1,672.00	Deposit
Use Permit	101-000-2302	\$836.00	\$836.00	Deposit
Variance / Exception Planning Commission	101-000-2302	\$919.00	\$919.00	Deposit
Exception/Community Development Director	101-000-2302	\$919.00	\$919.00	Deposit
Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	\$919.00	\$919.00	Deposit
IP/Rezoning	101-000-2302	\$919.00	\$919.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$919.00	\$919.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$919.00	\$919.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$919.00	\$919.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$919.00	\$919.00	Deposit
Annexation/Prezoning	101-000-2302	\$919.00	\$919.00	Deposit
Land Division and Merger				
Certificate of Compliance	101-000-2302	\$919.00	\$919.00	Deposit
Lot Merger	101-000-2302	\$459.00	\$459.00	Deposit
Lot Line Adjustment	101-000-2302	\$919.00	\$919.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$1,837.00	\$1,837.00	Deposit
Tentative Subdivision Map	101-000-2302	\$3,675.00	\$3,675.00	Deposit
Subdivision Agreement				No Fee
Time Extension	101-000-2302	\$919.00	\$919.00	Deposit
Community Development Director Review	101-000-2302	\$228.00	\$228.00	Deposit

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>11 Building Plan Review / Support</b>				
Minor Residential improvement	101-420-4421	\$220.00	\$234.00	Flat fee
TI or Addition of s.f	101-420-4421	\$443.00	\$472.00	Flat fee
New SFD	101-420-4421	\$443.00	\$472.00	Flat fee
New Multifamily or Commercial	101-420-4421	\$1,110.00	\$1,182.00	Flat fee

<sup>[3]</sup> Permit fees for work done without a valid permit are 2x the applicable permit fee

<sup>[5]</sup> Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.

<sup>[6]</sup> For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials

**IV. DEVELOPER IMPACT FEES <sup>[7]</sup>**

<b>1 Single Family and Accessory Dwelling Units greater than 750 SQFT (Developer Impact Fees calculated for each Accessory Dwelling Unit per City Ordinance and State Law)</b>				
Sewer Capacity - Assessment District Participant	202-520-4506	\$5,272.00	\$5,615.00	Per dwelling unit
Sewer Capacity - Assessment District Non-Participant	202-520-4506	\$18,743.00	\$19,961.00	Each SFRE***
SMIP Residential*	101-000-2181	\$0.00	\$0.00	\$100,000 Valuation
SMIP Commercial*	101-000-2181	\$0.00	\$0.00	\$100,000 Valuation
BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**				
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction above \$100,000	101-000-2182	\$1.00	\$1.00	Valuation
Storm Drainage	152-450-4501	\$803.00	\$855.00	Per dwelling unit
Capital Outlay Facilities	301-101-4503	\$1,138.00	\$1,212.00	Per dwelling unit
Traffic Mitigation	112-510-4502	\$7,417.00	\$7,899.00	Per dwelling unit
Park Facilities	125-530-4504	\$8,375.00	\$8,919.00	Per dwelling unit
<b>2 Development Fees; Multi-Family / Commercial</b>				
Sewer Capacity				
Multi-Family	202-520-4506	\$4,428.00	\$4,716.00	Per dwelling unit
Mobile Home	202-520-4506	\$3,320.00	\$3,536.00	Per dwelling unit
Office	202-520-4506	\$1,423.00	\$1,515.00	Per 1,000 square feet
Commercial/Retail	202-520-4506	\$2,054.00	\$2,188.00	Per 1,000 square feet
Lodging	202-520-4506	\$2,054.00	\$2,188.00	Per room
Industrial	202-520-4506	\$2,054.00	\$2,188.00	Per 1,000 square feet
Sewer Connection - Assessment District Non-Participant	202-520-4506	\$18,743.00	\$19,961.00	Each SFRE***
SMIP Residential*	101-000-2181	Per formula	Per formula	Valuation over \$3,850, the fee is \$13 per \$100,000 permit valuation
SMIP Commercial*	101-000-2181	Per formula	Per formula	Valuation over \$1,786, the fee is \$28 per \$100,000 permit valuation
SMIP Flat Fee*	101-000-2181	Per formula	Per formula	Residential permits under \$3,850 and Commercial permits under \$1,786, fee is \$.50
BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**				
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction thereof above \$100,000	101-000-2182	\$1.00	\$1.00	Valuation

According to Chapter 719, Statutes of 2008  
(Senate Bill No. 1473)

According to Chapter 719, Statutes of 2008  
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**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
Storm Drainage				
Multi-Family	152-450-4501	\$317.00	\$338.00	Per dwelling unit
Mobile Home	152-450-4501	\$0.00	\$0.00	Per dwelling unit
Office	152-450-4501	\$677.00	\$721.00	Per 1,000 square feet
Commercial/Retail	152-450-4501	\$489.00	\$521.00	Per 1,000 square feet
Lodging	152-450-4501	\$0.00	\$0.00	Per room
Industrial	152-450-4501	\$338.00	\$360.00	Per 1,000 square feet
Capital Outlay				
Multi-Family	301-101-4503	\$949.00	\$1,011.00	Per dwelling unit
Mobile Home	301-101-4503	\$720.00	\$767.00	Per dwelling unit
Office	301-101-4503	\$363.00	\$387.00	Per 1,000 square feet
Commercial/Retail	301-101-4503	\$199.00	\$212.00	Per 1,000 square feet
Lodging	301-101-4503	\$25.00	\$27.00	Per room
Industrial	301-101-4503	\$181.00	\$193.00	Per 1,000 square feet
Traffic Mitigation				
Multi-Family	112-510-4502	\$4,045.00	\$4,308.00	Per dwelling unit
Mobile Home	112-510-4502	\$3,828.00	\$4,077.00	Per dwelling unit
Office	112-510-4502	\$4,650.00	\$4,952.00	Per 1,000 square feet
Commercial/Retail	112-510-4502	\$7,791.00	\$8,297.00	Per 1,000 square feet
Lodging	112-510-4502	\$2,486.00	\$2,648.00	Per room
Industrial	112-510-4502	\$3,780.00	\$4,026.00	Per 1,000 Square Feet
Park Facility Fee				
Multi-Family	125-530-4504	\$6,978.00	\$7,432.00	Per dwelling unit
Mobile Home	125-530-4504	\$5,303.00	\$5,648.00	Per dwelling unit
<b>3 Development Fees - Residential Subdivision Fees Only</b>				
Park Dedication	N/A	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code	

<sup>7)</sup> Fees were increased by the CPR-W rate of 6.5% in FY 22-23 due to the anomalous cost increases in Engineering News Record - Construction Cost Index in 2021-22.

\* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates

\*\* Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)

\*\*\* Single Family Residential Equivalent. See Chapter 13.38.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.

**City of Half Moon Bay  
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Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>V. PLANNING <sup>(8)(9)</sup></b>				
<b>0 Planning Hourly Rate</b>		\$241.00	\$248.00	Per hour
<b>1 Pre-Entitlement Processing</b>				
Pre-Application Review	101-000-2302	\$1,738.00	\$1,738.00	Deposit
Pre-Application Commercial Cannabis Business Measure 'D'	101-000-2302	\$1,581.00	\$1,581.00	Deposit
Accessory Dwelling Unit (consistent with City Ordinance and State Law)	101-710-4443 ACT456	\$610.00	\$650.00	Flat fee
Single Allocation	101-710-4443 ACT456	\$610.00	\$650.00	Flat fee
Phasing Agreement	101-000-2302	\$2,301.00	\$2,301.00	Deposit
<b>2 Coastal Development Permit Processing</b>				
Coastal Development Permit Exemption	101-000-2302	\$505.00	\$505.00	Deposit
Single Family Residential				
<= 3,000 square feet	101-000-2302	\$2,519.00	\$2,519.00	Deposit
> 3,000 square feet	101-000-2302	\$3,238.00	\$3,238.00	Deposit
Accessory Dwelling Unit - New Development	101-710-4443	\$605.00	\$644.00	Flat fee
Multiple Family Residential				
>= Four dwelling units	101-000-2302	\$3,718.00	\$3,718.00	Deposit
< Four dwelling units	101-000-2302	\$6,232.00	\$6,232.00	Deposit
Commercial / Mixed Use				
<= 10,000 square feet	101-000-2302	\$3,718.00	\$3,718.00	Deposit
> 10,000 square feet	101-000-2302	\$6,232.00	\$6,232.00	Deposit
Industrial / Institutional				
<= 20,000 square feet	101-000-2302	\$3,718.00	\$3,718.00	Deposit
> 20,000 square feet	101-000-2302	\$6,232.00	\$6,232.00	Deposit
Other Development				
Community Development Director	101-000-2302	\$2,758.00	\$2,758.00	Deposit
Planning Commission	101-000-2302	\$3,538.00	\$3,538.00	Deposit
Amendments				
Minor Amendment	101-710-4443	\$468.00	\$498.00	Flat fee
Major Amendments	101-000-2302	\$2,758.00	\$2,758.00	Deposit
<b>3 Environmental Clearance Processing</b>				
CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	\$5,037.00	\$5,037.00	Deposit
EIR	101-000-2302	\$11,335.00	\$11,335.00	Deposit
Notice of Exemption	101-710-4443	\$241.00	\$257.00	Flat fee
<b>4 Design Review Processing</b>				
Architectural, Landscape, and Site Plan Review	101-000-2302	\$749.00	\$749.00	Deposit
<b>5 Entitlement Processing</b>				
Home Occupation	101-710-4443	\$120.00	\$128.00	Flat fee
Commercial Cannabis Business License	101-000-2302	\$5,604.00	\$5,604.00	Deposit
Use Permit	101-000-2302	\$1,139.00	\$1,139.00	Deposit
Variance / Exception Planning Commission	101-000-2302	\$1,139.00	\$1,139.00	Deposit
Exception and Community Development Director	101-000-2302	\$502.00	\$502.00	Deposit

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	\$17,693.00	\$17,693.00	Deposit
IP/Rezoning	101-000-2302	\$17,693.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$17,693.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$8,816.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$8,816.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$4,558.00	\$4,558.00	Deposit
Annexation/Prezoning	101-000-2302	\$17,693.00	\$17,693.00	Deposit
<b>6 Appeals</b>		<i>Half the original fee if applicable. No appeal fee if the City is the applicant.</i>		
Filing Fee - Outside CCC Appeals Jurisdiction	101-710-4443	\$241.00	\$257.00	Flat fee
Filing Fee - Within CCC Appeals Jurisdiction			\$0.00	No fee
Processing Fee - Paid by developer	101-000-2302	\$3,777.00	\$3,777.00	Deposit
<b>7 Land Division and Merger</b>				
Certificate of Compliance	101-000-2302	\$2,278.00	\$2,278.00	Deposit
Lot Merger	101-000-2302	\$1,006.00	\$1,006.00	Deposit
Lot Line Adjustment	101-000-2302	\$2,278.00	\$2,278.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$4,558.00	\$4,558.00	Deposit
Tentative Subdivision Map	101-000-2302	\$12,596.00	\$12,596.00	Deposit
Subdivision Agreement	101-000-2302	\$5,037.00	\$5,037.00	Deposit
Time Extension	101-000-2302	\$2,278.00	\$2,278.00	Deposit
<b>8 Sign Permit</b>				
Community Development Director Review	101-710-4443	\$184.00	\$196.00	Flat fee
Planning Commission Review	101-000-2302	\$1,139.00	\$1,139.00	Deposit
Exceptions Planning Commission Review	101-000-2302	\$1,139.00	\$1,139.00	Deposit
<b>9 Other Services</b>				
Zoning Compliance Letter	101-710-4443	\$241.00	\$257.00	Flat fee
Public Convenience & Necessity Letter	101-710-4443	\$241.00	\$257.00	Flat fee
Water Transfer Letter	101-710-4443	\$241.00	\$257.00	Flat fee
Parklets			\$500.00	Flat fee
Sidewalks			\$500.00	Flat fee
Combination Projects			\$600.00	Flat fee
<b>10 Tree Removal Review</b>				
Up to 5 trees	101-710-4443	\$306.00	\$326.00	Flat Fee
More than 5 trees	101-000-2302	\$529.00	\$529.00	Deposit
<b>11 Mobile Food Vendor Permit</b>	101-710-4443	\$241.00	\$257.00	Flat fee
<b>12 Sound Amplification Permit</b>	101-710-4442	\$241.00	\$257.00	Flat fee
<b>13 Fees Required by other Agencies</b> <sup>[9]</sup>				
California Department of Fish and Wildlife		Fee required to review various environmental documents	Fee required to review various environmental documents	Per agency schedule
Local Agency Formation Commission (LAFCo)		Annexation fees vary by acreage	Annexation fees vary by acreage	Per agency schedule
San Mateo County Recorder		Fee required to record and/or post various documents	Fee required to record and/or post various documents	Per agency schedule

<sup>[8]</sup> For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials

<sup>[9]</sup> Fees charged by these agencies are in addition to fees charged by the City

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>VI. ADMINISTRATIVE CITATION PENALTIES</b>				
<b>1 Violations of Municipal Code other than building or safety provisions</b>				
First Violation	101-101-4441	\$100.00	\$100.00	Each
Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	Each
Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$500.00	Each
<b>2 Violations of building or safety provisions of the Municipal Code</b>				
First Violation	101-101-4441	\$100.00	\$100.00	Each
Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	Each
Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	Each
<b>VII. PARKS AND RECREATION</b>				
<b>1 Violations of Municipal Code other than building or safety provisions</b>				
First Violation	101-101-4441	\$100.00	\$100.00	Each
Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	Each
Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$500.00	Each
<b>2 Violations of building or safety provisions of the Municipal Code</b>				
First Violation	101-101-4441	\$100.00	\$100.00	Each
Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	Each
Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	Each
<b>3 Facility Rental fees</b>				
General Public Fees				
Grand Oak Room				
Week Day Rate (9am - 5pm)		\$60.00	\$60.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$125.00	\$125.00	Per Hour
Security Deposit		\$500.00	\$500.00	Deposit
Oak Room				
Week Day Rate (9am - 5pm)		\$40.00	\$40.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$100.00	\$100.00	Per Hour
Security Deposit		\$300.00	\$300.00	Deposit
Manzanita Room				
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$200.00	Deposit
Tree Rooms				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Day Rooms				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Sun Room				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
Ted Adcock Kitchen (Kitchen Only)				
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	Per Hour
Security Deposit		\$500.00	\$500.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Train Depot				
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per hour
Security Deposit		\$100.00	\$500.00	Deposit
Smith Field #3				
No Lights		\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	Per hour
Library Community Room (Full Room)				
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$500.00	Deposit
Library Community Room (Room A)				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$25.00	\$25.00	Per Hour
Security Deposit		\$200.00	\$200.00	Deposit
Library Community Room (Room B)				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per hour
Security Deposit		\$200.00	\$300.00	Deposit
Non-Profit/Government Fees				
Grand Oak Room				
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$50.00	\$50.00	Per Hour
Security Deposit		\$300.00	\$300.00	Deposit
Oak Room				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	Per Hour
Security Deposit		\$200.00	\$200.00	Deposit
Manzanita Room				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Tree Rooms				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Day Rooms				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
Sun Room				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Train Depot				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	Deposit
Smith Field #3				
No Lights		\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	Per hour
Library Community Room (Full Room)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Library Community Room (Room A)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Library Community Room (Room B)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	Deposit
Staff Fees				
Building Attendant		\$25.00	\$25.00	Per Hour

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>VIII. PUBLIC SAFETY</b>				
<b>1 Duplication</b>				
Public Safety Reports	101-310-4411	\$10.00	\$10.00	Each
Photo Reproduction	101-310-4411	\$20.00	\$20.00	Each
Audio Tape/CD Reproduction	101-310-4411	\$20.00	\$20.00	Per tape / CD disc
Audio Tape Reproduction	101-310-4411	\$20.00	\$20.00	Per tape / CD disc
<b>2 Licensing</b>				
Bingo Establishment Processing (Chapter 3.94)				
Bingo Establishment	101-310-4203	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
Fortune Telling (Chapter 3.95)				
New Business	101-310-4203	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
New Tech.	101-310-4203	\$668.00	\$668.00	Each
Renewal Tech	101-310-4203	\$134.00	\$134.00	Each per year
Massage Establishments (Chapter 3.88)				
New Business	101-310-4203	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
Transfer	101-310-4203	\$668.00	\$668.00	Each
Reinstatement - "grandfather" existing practitioners prior to Jan 1, 2015	101-310-4203	\$286.00	\$286.00	Each
New Tech.	101-310-4203	\$0.00	\$0.00	No fee
Renewal (Tech)	101-310-4203	\$0.00	\$0.00	No fee
Reinstatement (Tech)	101-310-4203	\$0.00	\$0.00	No fee
Secondhand Dealers				
New Dealers	101-310-4203	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
Solicitor / Peddler				
New Applicant	101-310-4203	\$668.00	\$668.00	Each
Annual Renewal	101-310-4203	\$134.00	\$134.00	Each per year
<b>3 Miscellaneous Fees</b>				
Public Safety Service Fees				
Vehicle Release	101-310-4203	\$95.00	\$95.00	Per vehicle
Repossession Release	101-310-4203	\$15.00	\$15.00	Per vehicle
Clearance/Special Letters	101-310-4203	\$42.00	\$42.00	Each
Illegal Sign Confiscation	101-310-4203	\$173.00	\$173.00	Per incidence
Illegal Fireworks Confiscation	101-310-4203	\$173.00	\$173.00	Per citation
<b>4 Parking Fees</b>				
Temporary Offstreet Parking	101-310-4203	\$21.00	\$21.00	Per vehicle per year

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 21-22		FY 22-23		UNIT / TYPE	
		AMOUNT		AMOUNT			
<b>5 Citation Fee Schedule<sup>4</sup></b>							
Municipal Code		FEE	DELINQUENT FEE	FEE	DELINQUENT FEE		
3.92.030	Solicitors License Required	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	Each
9.11.010	Skateboard Park Use: Pads/Helment	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	Each
9.12.040	Consume Alcohol In Public Right Of Way	101-310-4301 ACT90					Each
9.12.050	Alcoholic Beverages-Public Parks	101-310-4301 ACT90					Each
9.12.070	Prohibit Fires City Beaches	101-310-4301 ACT90					Each
9.12.080	Prohibit Fires City Parks	101-310-4301 ACT90					Each
9.12.090	Prohibit Glass Containers City Parks And Beaches	101-310-4301 ACT90					Each
9.13.030	Park Hours-Closed Sunset to Sunrise	101-310-4301 ACT90					Each
9.13.050	Unlawful Activities (Designated)	101-310-4301 ACT90					Each
9.14.010(b)	Fireworks manf/sale/possession	101-310-4301 ACT90	\$107.00	\$47.00	\$107.00	\$47.00	Each
9.24.020	Sleep in Vehicle 2200/0600	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	Each
9.48.020	Discharge Firearm (City)	101-310-4301 ACT90	\$100.00	\$47.00	\$100.00	\$47.00	Each
9.48.060	Sale To Minor/gas weapon	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.08.020	Direct Traffic Unauthorized Person	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.08.030	Traffic Direction	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.08.060	Removing Chalk Marks	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.12.030	Obedience To Signs	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.16.040	U-turns To Enter Parking Spaces	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.020	Clinging To Motor Vehicle	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.28.040	Riding/Driving Sidewalk (Vehicle/Horse)	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.050	Drive On New Pavement/Markings	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.060	Limited Access	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.28.080	Obey Barriers And Signs	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.36.110	Wheels Not Curbed	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.010	No Parking, Stopping, Standing	101-310-4301 ACT90	\$45.00	\$47.00	\$45.00	\$47.00	Each
10.36.010(B)	Poplar Beach/Time Limit Parking	101-310-4301 ACT90	\$40.00	\$44.00	\$40.00	\$44.00	Each
10.36.030	Parking Restricted	101-310-4301 ACT90	\$45.00	\$47.00	\$45.00	\$47.00	Each
10.36.040	No Parking Zone (Permits)	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.050	Parked Over 72 Hours	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.060	Advertising For Sale On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.070	Repair Vehicle On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.080	Washing Vehicle On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.090 (B)	School Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.100 (A)	No Parking Posted	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.100 (B)	No Parking-Narrow Street	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.120	Peddler Vehicle-No Permit	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.130	Emergency Signs	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$46.00	Each
10.36.150	Electric Vehicle Parking Only	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.160	Electric Over Two Hours	101-310-4301 ACT90	\$40.00	\$47.00	\$40.00	\$47.00	Each
10.37.020	Oversize Vehicle 0200-0500	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$47.00	Each
10.37.030	Non-Motorized Vehicle Unhook	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$47.00	Each
10.40.010	15 Min Zone (Green Curb)	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.020	2 Hour Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.030	Parking On-One-Way Streets	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.040 (A)	Diagonal Parking Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.040 (B)	Front Tire 6 Inches From Curb	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each

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			AMOUNT		AMOUNT		
10.40.050	Use More Than One Space	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.060	No Stopping Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.070	12 Hour Parking-When Posted	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.080	Move Vehicle - Avoid Time Limit	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.090	Store Vehicle On Street	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.100	Repeat Violations	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.110	Extended Parking Permits	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.020	Curb Marked (Red/White/Green)	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.44.030	No Truck/Trailer	101-310-4301 ACT90	\$71.00	\$44.00	\$71.00	\$44.00	Each
10.44.040	Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.050	Passenger Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.060	No Parking In Alley	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.070	Bus Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.48.030	Vehicle Off Road	101-310-4301 ACT90	\$71.00	\$44.00	\$71.00	\$44.00	Each
10.50.010	No Parking After Dusk Mirada/Redondo/Poplar	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.50.020	No Parking After Dusk Wavecrest	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
12.08.040	Dumping On Street/Alley/Gutter	101-310-4301 ACT90	\$286.00	\$44.00	\$286.00	\$44.00	Each
12.12.030	Dumping	101-310-4301 ACT90	\$124.00	\$44.00	\$124.00	\$44.00	Each
<b>California Vehicle Code ^^</b>			<b>FEE</b>	<b>DELINQUENT FEE</b>	<b>FEE</b>	<b>DELINQUENT FEE</b>	
21113 (A)	Parked On Public Ground	101-310-4301 ACT90	\$43.00	\$42.00	\$43.00	\$42.00	Each
22500.1	Parking Prohibited	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (A)	Parking In Intersection	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (B)	Parking On Crosswalk	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (C)	Parking In Safety Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (D)	Within 15' Fire Station Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (E)	Parking In Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (F)	Parking On Sidewalk	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (G)	Obstruct Traffic @ Excavation	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (H)	Double Parking	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (I)	Parking In Bus Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (J)	Parking In Tunnel	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (K)	Parking On Bridge	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (L)	Blocking Wheelchair Access	101-310-4301 ACT90	\$333.00	\$42.00	\$333.00	\$42.00	Each
22502 (A)	Over 18" From Curb	101-310-4301 ACT90	\$33.00	\$42.00	\$33.00	\$42.00	Each
22502 (E)	Curb Parking/One-Way Street	101-310-4301 ACT90	\$30.00	\$42.00	\$30.00	\$42.00	Each
22504 (A)	Unincorporated Area Parking	101-310-4301 ACT90	\$43.00	\$42.00	\$43.00	\$42.00	Each
22505 (B)	No Parking - State Hwy	101-310-4301 ACT90	\$48.00	\$42.00	\$48.00	\$42.00	Each
22507.8 (A)	Handicapped Space Without Placard	101-310-4301 ACT90	\$333.00	\$42.00	\$333.00	\$42.00	Each
22507.8 (B)	Blocking Handicapped Space	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
22507.8 (C)	Hashmarks Handicap Zone	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
22514	Fire Hydrants - Within 15 Feet	101-310-4301 ACT90	\$38.00	\$38.00	\$38.00	\$38.00	Each
22515	Unattended Vehicle - Engine Running	101-310-4301 ACT90	\$33.00	\$33.00	\$33.00	\$33.00	Each
22519	Posted For Patrons Only	101-310-4301 ACT90	\$33.00	\$33.00	\$33.00	\$33.00	Each
22522	Block Sidewalk Ramp	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
22523 (A)	Abandon Vehicle On Highway	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	Each
22523 A/B	Abandoned Vehicle	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	Each
22523 (B)	Abandon Vehicle - Private Property	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	Each
22526 (A)	Blocking Intersection	101-310-4301 ACT90	\$53.00	\$53.00	\$53.00	\$53.00	Each

**City of Half Moon Bay  
Master Fee Schedule  
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES		CODING	PREVIOUS FY 21-22		FY 22-23		UNIT / TYPE
			AMOUNT		AMOUNT		
22951	Park Lot - Street & Alley	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	Each
22952 (A)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	Each
22952 (B)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	Each
23333	Stop/Park On Bridge	101-310-4301 ACT90	\$43.00	\$43.00	\$43.00	\$43.00	Each
23336	Violate Posted Signs	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	Each
28071	Bumper Required-Fine Or P/C	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	Each
4000 (A)	Unregistered Vehicle	101-310-4301 ACT90	\$53.00	\$53.00	\$53.00	\$53.00	Each
4462 (B)	Registration On Wrong Vehicle	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
4464	Altered License Plate	101-310-4301 ACT90	\$30.00	\$42.00	\$30.00	\$42.00	Each
5200	Lic Plate Missing - Fine Or P/C	101-310-4301 ACT90	\$35.00	\$35.00	\$35.00	\$35.00	Each
5201	Plate Positioning - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
5202	Period Of Display - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
5204 (A)	Tags Attach Wrong - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
<b>6 D.U.I. Cost Recovery</b>							
Arrest with Traffic Collision & Transportation		101-310-4303	\$731.00		\$749.00		Each

<sup>c</sup> Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

<sup>aa</sup> California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose

**IX. REFUND POLICY**

Any request for Fee refunds shall be submitted in writing to the appropriate Department's Director within 90 days from the date of submittal. The grounds for requesting a refund shall be detailed in the written request. However, once the City has commenced work on an applicable service for which a fee is charged, no refunds are allowed. The Department's Director shall determine if a fee is refundable based on this criterion. Any refund will be net a processing fee equivalent to 0.5 hours of the Building Hourly Rate and any other incidentals that may be incurred. The party requesting the refund shall be informed in writing of the decision of the Department's Director within ten (10) working days of receiving the written refund request. The requesting party may appeal the determination of the Department's Director to the City Manager, within ten (10) days of mailing notice to the requesting party. The City Manager's decision of the appeal review will be the final action taken by the City.





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# Statistics

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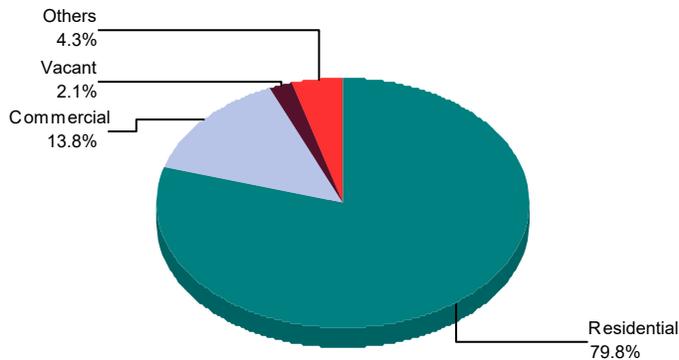


# THE CITY OF HALF MOON BAY 2020/21 USE CATEGORY SUMMARY

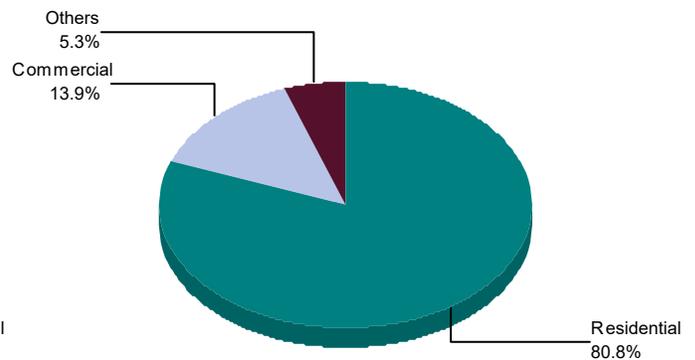
## BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	3,812	\$2,822,540,130 (79.8%)	\$2,769,600,677 (80.8%)
Commercial	218	\$489,035,556 (13.8%)	\$476,253,451 (13.9%)
Industrial	15	\$9,561,139 (0.3%)	\$9,561,139 (0.3%)
Agricultural	41	\$30,797,928 (0.9%)	\$15,605,023 (0.5%)
Govt. Owned	98	\$80,000 (0.0%)	\$0 (0.0%)
Institutional	21	\$19,374,245 (0.5%)	\$1,689,318 (0.0%)
Miscellaneous	12	\$16,274,069 (0.5%)	\$16,274,069 (0.5%)
Recreational	24	\$35,715,468 (1.0%)	\$35,379,201 (1.0%)
Vacant	1,924	\$74,234,137 (2.1%)	\$62,452,178 (1.8%)
Unsecured	[236]	\$40,619,481 (1.1%)	\$39,825,394 (1.2%)
Unknown	1	\$0 (0.0%)	\$0 (0.0%)
<b>TOTALS</b>	<b>6,166</b>	<b>\$3,538,232,153</b>	<b>\$3,426,640,450</b>

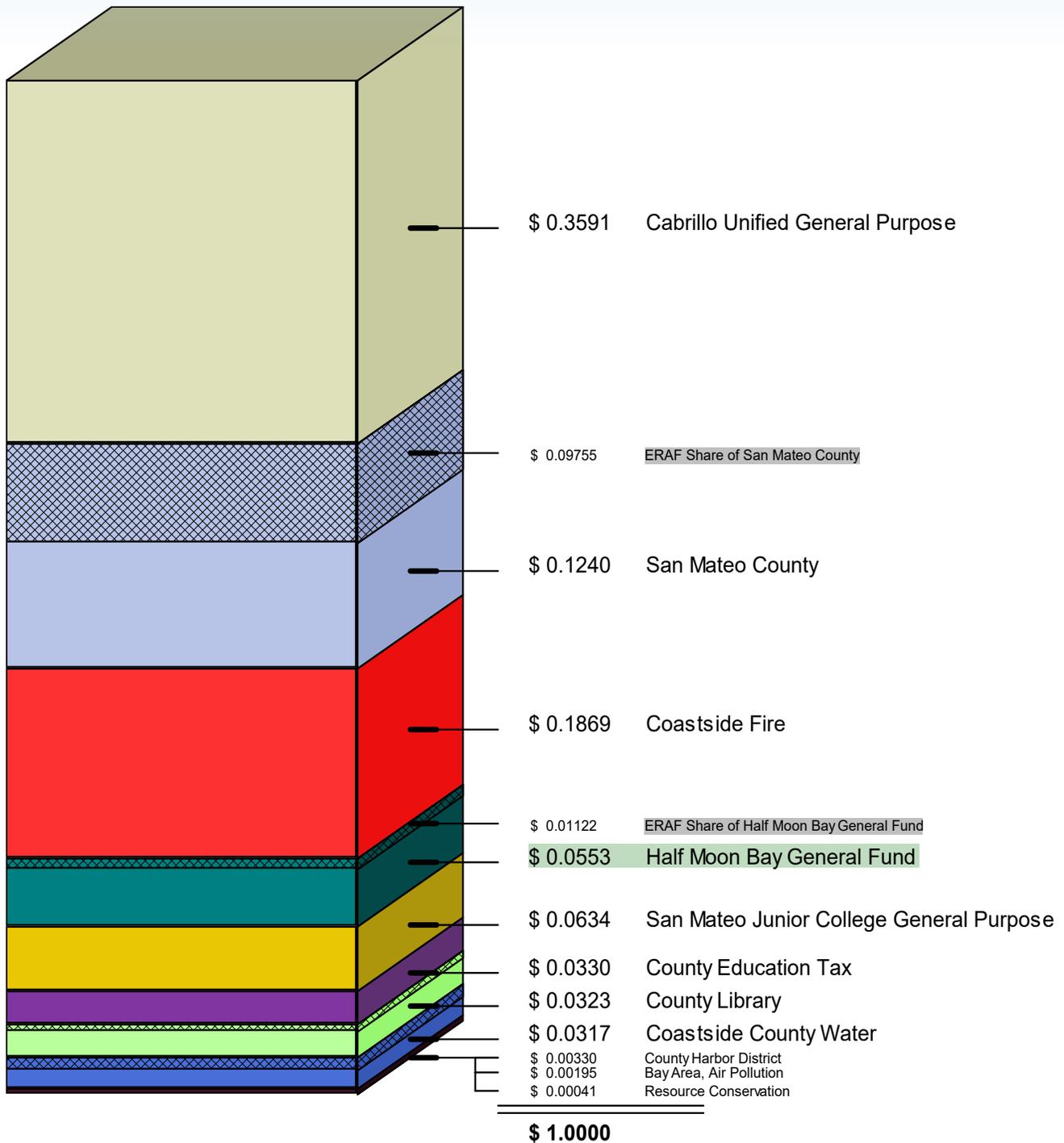
**ASSESSED VALUE**



**NET TAXABLE VALUE**



# THE CITY OF HALF MOON BAY PROPERTY TAX DOLLAR BREAKDOWN



**ATI (Annual Tax Increment) Ratios for Tax Rate Area 017-005, Excluding Redevelopment Factors & Additional Debt Service**

Data Source: San Mateo County Assessor 2020/21 Annual Tax Increment Tables

Prepared On 8/23/2021 By MV

*This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone*

# THE CITY OF HALF MOON BAY

## 2020/21 ROLL SUMMARY

### Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,166	0	236
TRAs	8	0	7
<b>Values</b>			
Land	1,680,801,185	0	116,618
Improvements	1,797,599,716	0	4,248,415
Personal Property	16,782,769	0	25,071,686
Fixtures	2,429,002	0	11,182,762
Aircraft	0	0	0
<b>Total Value</b>	<b>\$3,497,612,672</b>	<b>\$0</b>	<b>\$40,619,481</b>
<b>Exemptions</b>			
Real Estate	110,010,913	0	386,456
Personal Property	769,086	0	322,876
Fixtures	17,617	0	84,755
Aircraft	0	0	0
Homeowners*	15,939,000	0	7,000
<b>Total Exemptions*</b>	<b>\$110,797,616</b>	<b>\$0</b>	<b>\$794,087</b>
<b>Total Net Value</b>	<b>\$3,386,815,056</b>	<b>\$0</b>	<b>\$39,825,394</b>

Combined Values	Total
<b>Total Values</b>	<b>\$3,538,232,153</b>
<b>Total Exemptions</b>	<b>\$111,591,703</b>
<b>Net Total Values</b>	<b>\$3,426,640,450</b>
<b>Net Aircraft Values</b>	<b>\$0</b>

\* Note: Homeowner Exemptions are not included in Total Exemptions

Totals do not Include Aircraft Values or Exemptions

Data Source: San Mateo County Assessor 2020/21 Combined Tax Rolls  
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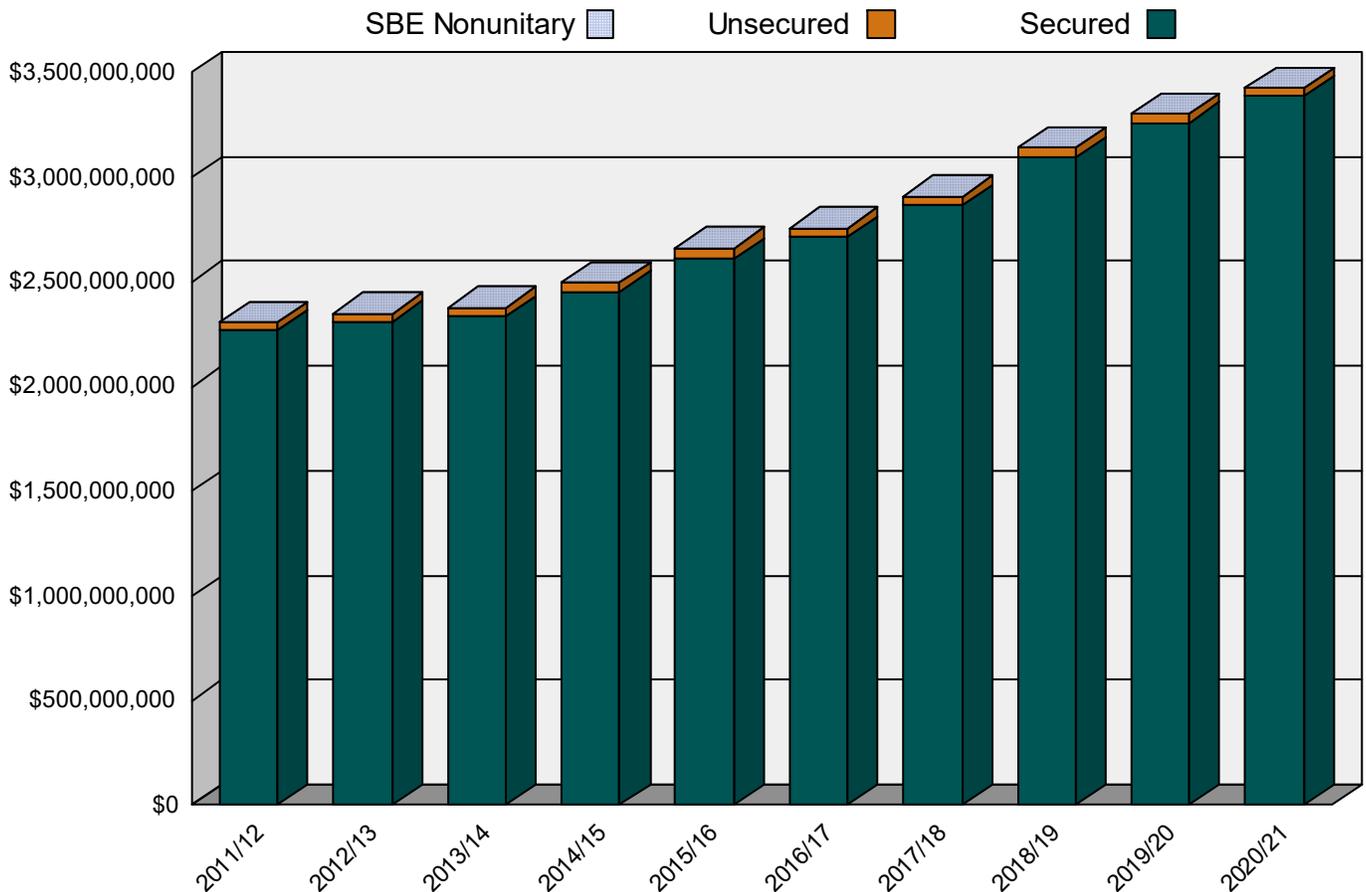
Prepared On 8/23/2021 By MV

# THE CITY OF HALF MOON BAY

## NET TAXABLE ASSESSED VALUE HISTORY

2011/12 - 2020/21 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2011/12	\$2,266,736,579	\$40,476,099	\$0	2,307,212,678	
2012/13	\$2,310,590,314	\$37,048,774	\$0	2,347,639,088	1.75%
2013/14	\$2,336,930,963	\$40,818,124	\$0	2,377,749,087	1.28%
2014/15	\$2,454,848,902	\$42,658,908	\$0	2,497,507,810	5.04%
2015/16	\$2,609,284,214	\$53,103,728	\$0	2,662,387,942	6.60%
2016/17	\$2,716,280,909	\$39,462,822	\$0	2,755,743,731	3.51%
2017/18	\$2,868,900,977	\$40,418,385	\$0	2,909,319,362	5.57%
2018/19	\$3,095,123,190	\$44,156,277	\$0	3,139,279,467	7.90%
2019/20	\$3,261,227,148	\$40,695,317	\$0	3,301,922,465	5.18%
2020/21	\$3,386,815,056	\$39,825,394	\$0	3,426,640,450	3.78%
				<b>Average % Change</b>	<b>4.93%</b>



\* Net AV changes less than two percent are in purple font. Negative Net AV percent changes are in red.

Data Source: San Mateo County Assessor 0/ - 2020/21 Combined Tax Rolls

Prepared On 8/23/2021 By MV

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

# THE CITY OF HALF MOON BAY

## ASSESSED VALUE OF TAXABLE PROPERTY

2011/12 - 2020/21 Taxable Property Values

Category	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Residential	1,807,548,717	1,847,817,296	1,871,838,949	1,986,554,631	2,128,750,156	2,238,878,627	2,365,335,848	2,496,961,916	2,652,141,529	2,769,600,677
Commercial	330,355,442	333,127,837	344,198,890	346,707,418	356,041,843	363,813,823	372,002,147	457,418,903	467,790,599	476,253,451
Industrial	5,901,115	6,016,889	6,133,649	6,172,772	6,292,015	6,801,114	7,185,938	8,419,613	9,374,259	9,561,139
Agricultural								17,322,251	16,208,520	15,605,023
Dry Farm	10,559,490	11,427,110	3,720,127	3,496,499	3,786,377	4,241,537	4,358,514			
Govt. Owned								0	0	0
Institutional	260,279	265,484	293,694	272,021	277,456	281,685	309,882	315,819	298,922	1,689,318
Irrigated	6,116,088	4,368,007	3,423,600	4,862,761	5,333,856	4,324,786	4,411,271			
Miscellaneous	12,953,724	20,894,204	12,075,286	22,681,808	23,460,537	14,211,644	17,677,501	16,786,985	15,398,633	16,274,069
Recreational	37,455,517	38,043,156	38,699,751	38,874,879	39,568,823	40,290,547	41,062,725	42,118,338	43,356,325	35,379,201
Vacant	50,669,067	48,630,331	50,679,666	45,226,113	45,773,151	43,437,146	56,557,151	55,779,365	56,658,361	62,452,178
Unsecured	40,476,099	37,048,774	40,818,124	42,658,908	53,103,728	39,462,822	40,418,385	44,156,277	40,695,317	39,825,394
Unknown	4,917,140		5,867,351							0
<b>TOTALS</b>	<b>2,307,212,678</b>	<b>2,347,639,088</b>	<b>2,377,749,087</b>	<b>2,497,507,810</b>	<b>2,662,387,942</b>	<b>2,755,743,731</b>	<b>2,909,319,362</b>	<b>3,139,279,467</b>	<b>3,301,922,465</b>	<b>3,426,640,450</b>
<b>Total Direct Rate</b>	<b>0.05426</b>	<b>0.05453</b>	<b>0.05452</b>	<b>0.05818</b>	<b>0.05818</b>	<b>0.05819</b>	<b>0.05819</b>	<b>0.05821</b>	<b>0.05821</b>	<b>0.05821</b>

**Notes:**

Exempt values are not included in Total.

In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an "inflation factor" (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

# THE CITY OF HALF MOON BAY

## 2020/21 TOP TEN PROPERTY TAXPAYERS

### Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) SHC HALF MOON BAY LLC (Pending Appeals On Parcels)	2	\$211,525,320	6.25%	1	\$11,000	0.03%	<b>\$211,536,320</b>	<b>6.17%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	18	\$34,209,177	1.01%				<b>\$34,209,177</b>	<b>1.00%</b>	Recreational Half Moon Bay General Fund
3) HMB MUSICH LLC	3	\$30,171,600	0.89%				<b>\$30,171,600</b>	<b>0.88%</b>	Commercial Half Moon Bay General Fund
4) KEET NERHAN	29	\$21,213,068	0.63%	2	\$54,117	0.14%	<b>\$21,267,185</b>	<b>0.62%</b>	Commercial Half Moon Bay General Fund
5) PROFESSIONAL PENINSULA PROPERTIES LLC	8	\$12,455,340	0.37%				<b>\$12,455,340</b>	<b>0.36%</b>	Commercial Half Moon Bay General Fund
6) DINO E ANDREOTTI JR	13	\$11,489,317	0.34%				<b>\$11,489,317</b>	<b>0.34%</b>	Vacant Half Moon Bay General Fund
7) IWF HALF MOON BAY LLC	1	\$10,899,509	0.32%				<b>\$10,899,509</b>	<b>0.32%</b>	Commercial Half Moon Bay General Fund
8) LONGS DRUG STORE INC	1	\$9,076,188	0.27%				<b>\$9,076,188</b>	<b>0.26%</b>	Commercial Half Moon Bay General Fund
9) CASTRO PARTNERS LLC	3	\$8,049,717	0.24%				<b>\$8,049,717</b>	<b>0.23%</b>	Commercial Half Moon Bay General Fund
10) STAY CAL HMB LLC LESSEE	1	\$7,348,821	0.22%				<b>\$7,348,821</b>	<b>0.21%</b>	Commercial Half Moon Bay General Fund
<b>Top Ten Total</b>	79	\$356,438,057	10.52%	3	\$65,117	0.16%	<b>\$356,503,174</b>	<b>10.40%</b>	
<b>City Total</b>		\$3,386,815,056			\$39,825,394		<b>\$3,426,640,450</b>		

Top Owners last edited on 8/20/21 by MaheaV using sales through 06/30/21 (Version R.1)

Data Source: San Mateo County Assessor 2020/21 Combined Tax Rolls and the SBE Non Unitary Tax Roll

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

Prepared On 8/23/2021 By MV

# THE CITY OF HALF MOON BAY

## 2011/12 TOP TEN PROPERTY TAXPAYERS

### Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) SHC HALF MOON BAY LLC (Pending Appeals On Parcels)	2	\$134,790,621	5.95%				<b>\$134,790,621</b>	<b>5.84%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	39	\$22,661,141	1.00%	1	\$176,579	0.44%	<b>\$22,837,720</b>	<b>0.99%</b>	Recreational Half Moon Bay General Fund
3) KEET S. NERHAN	34	\$22,377,835	0.99%	2	\$76,552	0.19%	<b>\$22,454,387</b>	<b>0.97%</b>	Commercial Half Moon Bay General Fund
4) SOUTH WAVECREST LLC	2	\$19,643,292	0.87%	1	\$121,468	0.30%	<b>\$19,764,760</b>	<b>0.86%</b>	Recreational Half Moon Bay General Fund
5) REGENCY CENTERS LP	3	\$13,971,810	0.62%				<b>\$13,971,810</b>	<b>0.61%</b>	Commercial Half Moon Bay General Fund
6) FRANCESCO CARRUBBA	5	\$12,892,044	0.57%				<b>\$12,892,044</b>	<b>0.56%</b>	Commercial Half Moon Bay General Fund
7) 2651 NORTH CABRILLO HIGHWAY LLC	6	\$10,939,276	0.48%				<b>\$10,939,276</b>	<b>0.47%</b>	Dry Farm Half Moon Bay General Fund
8) COMCAST OF CALIFORNIA COMPANY WA LP				1	\$10,000,036	24.71%	<b>\$10,000,036</b>	<b>0.43%</b>	Unsecured Half Moon Bay General Fund
9) LONGS DRUG STORE INC	1	\$9,910,586	0.44%				<b>\$9,910,586</b>	<b>0.43%</b>	Commercial Half Moon Bay General Fund
10) IWF HALF MOON BAY LP	1	\$9,174,271	0.40%				<b>\$9,174,271</b>	<b>0.40%</b>	Commercial Half Moon Bay General Fund
<b>Top Ten Total</b>	93	\$256,360,876	11.31%	5	\$10,374,635	25.63%	<b>\$266,735,511</b>	<b>11.56%</b>	
<b>City Total</b>		\$2,266,736,579			\$40,476,099		<b>\$2,307,212,678</b>		

Top Owners last edited on 7/19/12 by NicholeC using sales through 06/15/12 (Version th.0)

Data Source: San Mateo County Assessor 2011/12 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/23/2021 By MV

# THE CITY OF HALF MOON BAY

## DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Basic Levy<sup>1</sup></b>	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cabrillo Unified Bond	0.05220	0.07220	0.07190	0.07040	0.07260	0.08320	0.07510	0.07110	0.11510	0.08950
Mid-Penninsula Regional Open Space	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00160	0.00150
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350	0.00370
San Mateo Junior College	0.01990	0.01940	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310	0.01760
<b>Total Direct &amp; Overlapping<sup>2</sup> Tax Rates</b>	<b>1.07210</b>	<b>1.09160</b>	<b>1.09130</b>	<b>1.08940</b>	<b>1.09760</b>	<b>1.10790</b>	<b>1.09860</b>	<b>1.08860</b>	<b>1.14330</b>	<b>1.11230</b>
<b>City's Share of 1% Levy Per Prop 13<sup>3</sup></b>	0.05459	0.05465	0.05463	0.05525	0.05525	0.05525	0.05525	0.05526	0.05526	0.05526
<b>Voter Approved City Debt Rate</b>										
<b>Redevelopment Rate<sup>4</sup></b>										
<b>Total Direct Rate<sup>5</sup></b>	0.05426	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821	0.05821

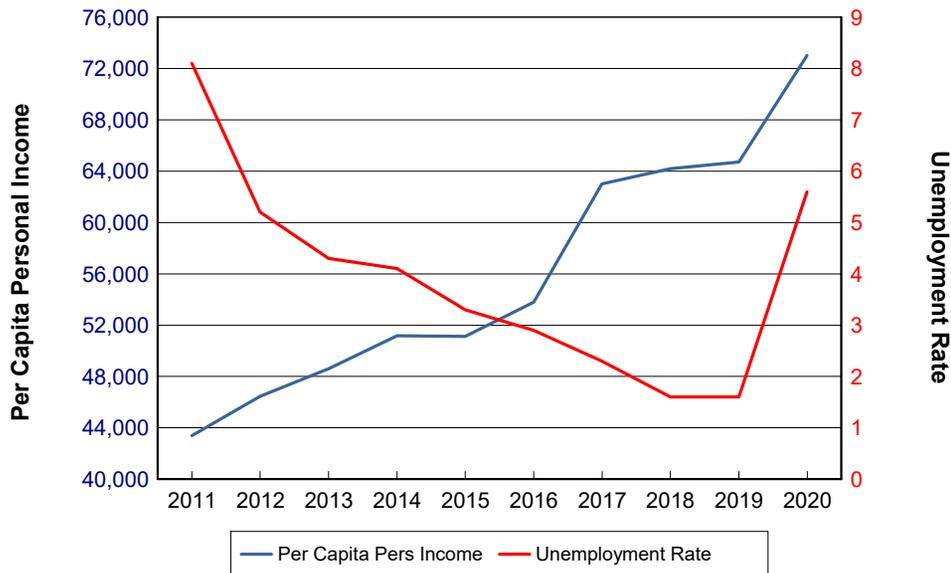
**Notes:**  
<sup>1</sup>In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.  
<sup>2</sup>Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all property owners.  
<sup>3</sup>City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the City. The ERAF portion of the City's Levy has been subtracted where known.  
<sup>4</sup>Redevelopment Rate is based on the largest RDA tax rate area and only includes rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values. The approval of ABX1 26 eliminated Redevelopment from the State of California for the fiscal year 2012/13 and years thereafter.  
<sup>5</sup>Total Direct Rate is the weighted average of all individual direct rates applied by the City/Agency preparing the statistical section information and excludes revenues derived from aircraft. Beginning in 2013/14 the Total Direct Rate no longer includes revenue generated from the former redevelopment tax rate areas. Challenges to recognized enforceable obligations are assumed to have been resolved during 2012/13. For the purposes of this report, residual revenue is assumed to be distributed to the City/Agency in the same proportions as general fund revenue.

# THE CITY OF HALF MOON BAY

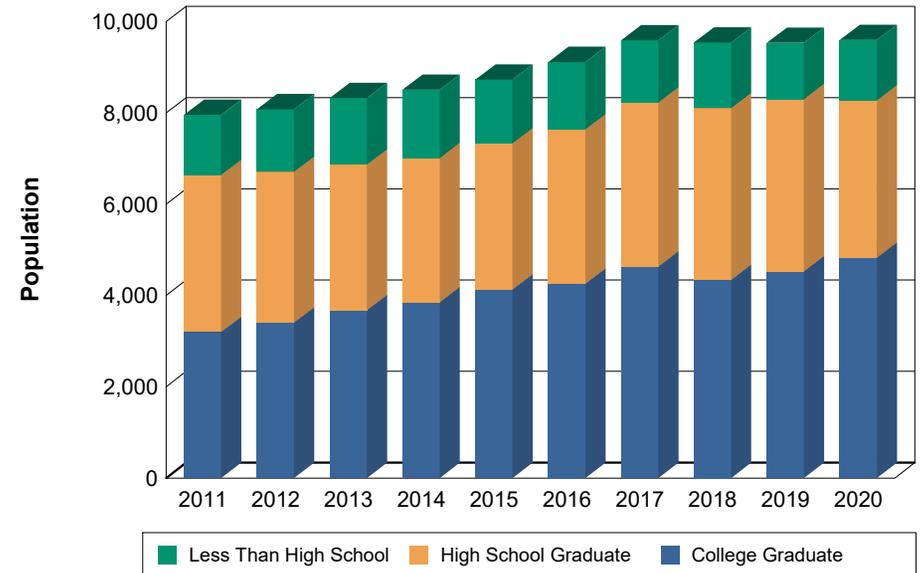
## DEMOGRAPHIC AND ECONOMIC STATISTICS

Calendar Year	Population	Personal Income (In Thousands)	Per Capita Personal Income	Unemployment Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2011	11,478	\$498,019	\$43,389	8.1%	42.1	83.4%	40.2%
2012	11,581	\$537,926	\$46,449	5.2%	42.9	83.0%	42.2%
2013	11,721	\$569,699	\$48,605	4.3%	43.2	82.5%	44.2%
2014	11,727	\$600,059	\$51,169	4.1%	44.8	82.4%	45.3%
2015	12,528	\$640,547	\$51,129	3.3%	44.7	84.0%	47.3%
2016	12,591	\$677,251	\$53,788	2.9%	45.8	83.8%	46.7%
2017	12,639	\$796,455	\$63,015	2.3%	47.1	85.8%	48.3%
2018	12,631	\$810,881	\$64,197	1.6%	47.3	84.9%	45.5%
2019	12,431	\$804,495	\$64,716	1.6%	45.3	87.1%	47.5%
2020	12,309	\$898,800	\$73,019	5.6%	46.8	86.2%	50.3%

### Personal Income and Unemployment



### Education Level Attained for Population 25 and Over



**Notes and Data Sources:**

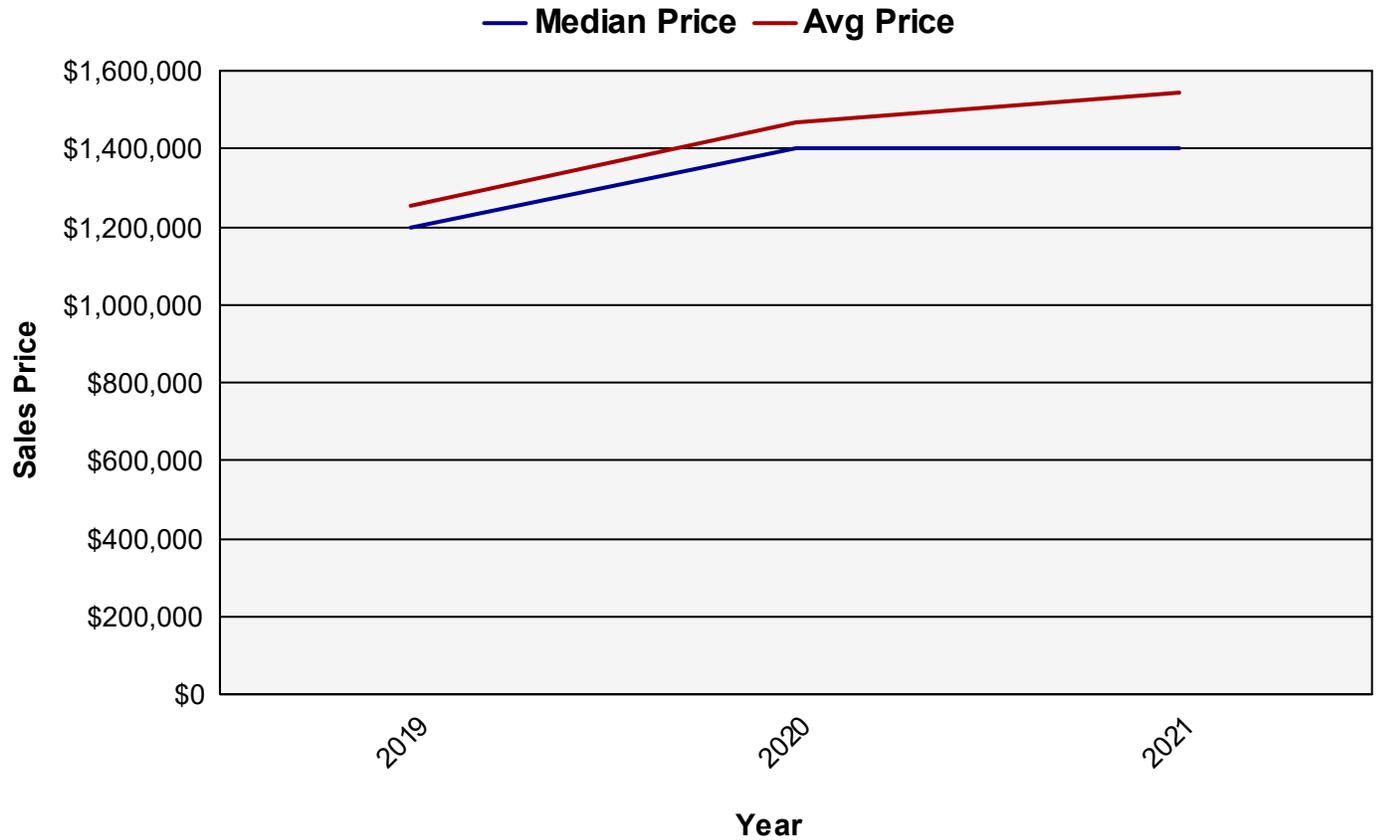
Population: California State Department of Finance. Unemployment Data: California Employment Development Department  
 2000-2009 Income, Age, and Education Data: ESRI - *Demographic Estimates are based on the last available Census.* Projections are developed by incorporating all of the prior census data released to date. Demographic Data is totaled from Census Block Groups that overlap the City's boundaries  
 2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey

# THE CITY OF HALF MOON BAY

## SALES VALUE HISTORY

Single Family Residential Full Value Sales (01/01/2019 - 6/30/2021)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2019	129	\$1,253,841	\$1,200,000	
2020	166	\$1,466,910	\$1,400,000	16.67%
2021	78	\$1,542,013	\$1,400,000	0.00%



\*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: San Mateo County Recorder

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone



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# *Budget & Acronym Glossaries*

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# Budget Glossary

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## **ACTIVITIES**

Specific services performed in accomplishing program objectives and goals (see Program).

## **ACCRUAL**

A method of accounting to record revenues when earned and expenses when incurred.

## **ACTUAL**

A column heading in the budget. Figures found in the Actual column indicate actual financial information recorded for that time period.

## **ADJUSTED BUDGET**

The increase or decrease of the amount budgeted for a program or account.

## **ADOPTED BUDGET**

This is the budget that is adopted by the City Council after reviewing and providing feedback and direction on the recommended budget at one or more budget study sessions.

## **AGENCY FUNDS**

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

## **APPROPRIATION**

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources in providing services as planned.

## **APPROPRIATION LIMIT**

Propositions 4 and 111 created a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal years, and is increased each year using the growth of population and inflation. Not all revenue is restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

## **ASSESSED VALUE**

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls. The utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978) properties are assessed at 100% of full value. Proposition 13 also modified the

value of real taxable property for fiscal year 1979 by rolling back values to fiscal year 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

### **AUDIT**

Conducted by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards for Comprehensive Annual Financial Reporting. In conjunction with their performance of an audit, the auditing standards require an independent auditor to report to the City Council of audit findings on adequacy of the City's internal controls as well as recommendation and improvements to the City's financial management practices.

### **BALANCED BUDGET**

A balanced budget is a situation in financial planning or the budgeting process where total revenues are equal to or greater than total expenses.

### **BEGINNING/ENDING FUND BALANCE**

Appropriated resources available in a fund from the prior/current year after payment of the prior/current fiscal year's expenses. This is not necessarily cash on hand.

### **BONDS**

Bonds are a form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Local governments use bonds to obtain long-term financing for large capital projects such as buildings, streets, utility infrastructure, and bridges.

### **BUDGET**

A budget is a financial plan for a specified period of time that matches planned revenue and expenditures to municipal services, goals and, objectives. The City uses a financial plan covering a fiscal year (July 1 through June 30), with actual budget appropriations made annually.

### **BUDGET AMENDMENT**

The City Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects, as well as departments, within the same fund category.

### **BUDGET CALENDAR**

A budget calendar is the schedule of budget preparations, hearings, and adoption of the annual budget.

**BUDGET POLICIES**

Budget policies are general and specific guidelines, developed by the City Manager in consultation with the City Council, that govern financial plan preparation and administration. Departments make their budget requests on the basis of the guidelines.

**CAPITAL IMPROVEMENT PLAN (CIP)**

Commonly, a CIP is a five-year plan providing for the maintenance or replacement of existing public facilities and assets and for building or acquiring new ones.

**CONTINGENCY**

A contingency is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**CONTRACTUAL SERVICES**

Services rendered to a government by private firms, individuals, or other governmental agencies are contractual services. Examples include public safety services, recreation services, utilities, maintenance agreements, and professional consulting services.

**DEBT**

A state of being under obligation to pay or repay someone or something.

**DEBT INSTRUMENT**

Debt instruments are methods of borrowing funds, including, but not limited to, general obligation bonds, judgment obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, and assessment district bonds.

**DEBT SERVICE**

Debt service is the payment of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

**DEBT SERVICE FUNDS**

The debt service fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest (see Fund).

**DEFICIT**

A deficit is the excess of an entity's liabilities over its assets or the excess of expenditures over revenue during a single accounting period.

**DEPARTMENT**

A department is a major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

**DEPRECIATION**

Depreciation is the expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

**DEVELOPMENT IMPACT FEES**

Fees placed on the development of land or conditions required for the approval of a development project such as the donation of certain land (or money) to specific public uses. The fees are justified as an offset to the future impact that development will have on existing infrastructure.

**ENTERPRISE FUNDS**

The enterprise fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user fees. The City accounts for Sewer Operations as an Enterprise Fund (see Fund).

**EXPENDITURE**

An expenditure is the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure, but a commitment. An encumbrance reserves funds to be expended in future periods.

**EXPENDITURE SAVINGS**

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, past experience indicates that expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the expenditure savings category is used to account for this factor in preparing fund balance projections.

**FEES**

Charges for services levied by the City to recover costs associated with providing a service or permitting an activity.

**FISCAL YEAR (FY)**

A fiscal year is a designated twelve-month period for budgeting and record keeping purposes. As a general law city, July 1 to June 30 is specified as the fiscal year.

**FIXED ASSETS**

Assets of long-term nature such as land, buildings, roads, bridges, and related infrastructure, machinery, furniture, and other equipment are fixed assets. The City has defined such assets as roads, bridges and related infrastructure with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**FULL-TIME EQUIVALENT**

The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays.

**FUNCTION**

A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service are functions.

**FUND**

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, for specific activities or government functions. The six fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Agency Funds.

**FUND BALANCE**

Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenue and other financing sources over expenditures and other financing uses. For the enterprise funds, the term used is "net asset," a comparable (although not exact) financial position concept as fund balance (see Working Capital).

**GAAP**

GAAP stands for Generally Acceptable Accounting Principles. These are uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**GASB**

GASB stands for Governmental Accounting Standards Board. The accounting profession's regulatory body for governmental accounting and determines what constitutes GAAP for governmental agencies.

**GANN LIMIT**

An absolute dollar limit on the amount of funds derived from taxes that the City can legally appropriate and expend each fiscal year, as specified by Article 13-B of the State Constitution. Any tax revenues in excess of the Gann Limit must be returned to taxpayers. The base-year used on computing the Gann Limit is FY1978-79, with adjustments to the appropriations limit allowed succeeding fiscal years for changes in population and changes in the cost of living.

**GENERAL FUND**

The general fund is the primary operating fund of the City. All revenue that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenue restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose (see Fund).

**GOAL**

A goal is a statement of broad direction, purpose, or intent.

**GOVERNMENTAL FUND**

Government funding refers to financial assistance received by non-government entities in the form of federal, state, or local government grants, loans, loan guarantees, property, cooperative agreements, food commodities, direct appropriations, or other assistance.

**GRANT**

Contribution or gift of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

**INTERFUND TRANSFER**

The movement of monies between funds of the same governmental entity is an interfund transfer.

**INVESTMENT REVENUE**

Investment revenue is received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

**LINE ITEM BUDGET**

A line item budget lists detailed expenditure categories (salary, materials and supplies, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purposes.

**MATERIALS AND SUPPLIES**

Expendable materials and operating supplies are necessary to conduct departmental operations.

**MISSION STATEMENT**

A mission statement provides policy guidance and direction for the highest priority objectives to be accomplished.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING**

The modified accrual basis of accounting is used in conjunction with the current financial resources measurement focus. Revenue is recognized when they are available and measurable. Expenditures are recognized when goods and services are received.

**OBJECT OF EXPENDITURE**

Object of expenditure is a classification referring to the lowest and most detailed level of classification, such as electricity, office supplies, and contract services.

**OPERATING BUDGET**

The operating budget is the portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

**OPERATIONS**

Operations are a grouping of related programs within a functional area (see Function and Program).

**PERFORMANCE MEASURES (OBJECTIVES)**

Performance measures are a statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

**PROGRAM**

Programs are group activities, operations, or organizational units directed to attaining specific purposes or objectives.

**RESERVE**

A reserve is an account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by the City Council and is, therefore, not available for general appropriation.

**RESERVE DRAW DOWN**

Reserve draw down refers to the amount of fund balance required as a funding source to balance fund budgets where appropriations exceed current revenue. If current revenue exceed appropriations, the fund balance will increase and be referred to a reserve improvement.

**RESOLUTION**

A resolution is a special or temporary order of a legislative body. It is an order of a legislative body requiring less legal formality than an ordinance or statute.

**RESOURCES (SOURCES)**

Resources are total amounts available for appropriation, including estimated revenue, borrowing proceeds, fund transfers, and beginning balances.

**SPECIAL REVENUE FUNDS**

A special revenue fund type is used to account for the proceeds from specific revenues sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes (see Fund).

**STRUCTURAL BALANCE**

The structural or underlying fiscal balance is the relationship between government ongoing revenues and ongoing expenditures.

**SUBVENTIONS**

Subventions are revenue collected by the State (or other level of government) which is allocated to the City on a formula basis. The major subventions received by the City from the State include motor vehicle in-lieu and gasoline taxes.

**WORKING CAPITAL**

Working capital is the excess of current assets over current liabilities.



# Budget Acronyms

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<b>ACRONYM</b>	<b>DEFINITION</b>
AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside County Water District
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
COPS	Community-Oriented Policing Services
CPI-U	Consumer Price Index - All Urban Consumers
CSAC	California State Association of Counties
CSO	Community Service Officer
DOC	Department Operations Center
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contribution Act
FPPC	Fair Political Practices Commission
FSLIC	Federal Savings and Loan Insurance Corporation
FTO	Field Training Officer
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HOPTR	Homeowner Property Tax Relief
I&I	Infiltration and Inflow
IT	Information Technology
JOB	Judgment Obligation Bonds
JPA	Joint Powers Authority
LAIF	Local Agency Investment Fund
LCP	Local Coastal Plan
LTD	Long-Term Disability

**ACRONYM****DEFINITION**

MTC	Metropolitan Transportation Commission
NACSLB	National Advisory Council on State and Local Budgeting
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
PMS	Pavement Management System
POST	Peace Officer Standards and Training
RDA	Redevelopment Agency
SAM	Sewer Authority Mid-Coastside
SB	Senate Bill
SLESF	Supplemental Law Enforcement Services Funds
SMC	San Mateo County
SR2S	Safe Routes to School
SRO	School Resource Officer
STIP	Statewide Transportation Improvement Plan
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
VLF	Vehicle License Fee





THE CITY OF  
**HALF MOON BAY**  
CALIFORNIA



**Sea Hugger**

**Sea Hugger is a nonprofit organization focused on protecting and healing the marine environment from plastic pollution through action and education to drive systemic change that addresses the root cause of the issue. Their mission is to educate the public to reduce plastic dependency, while focusing on protecting the marine environment.**

**For FY 2021-22, Sea Hugger received a \$5,000 CSFA grant from the City to assist providing scholarships for children in underserved communities to attend Camp Sea Hugger in the summer.**

